

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th FEBRUARY 2023 AT 7.30PM

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

Clerks in attendance : John Fullbrook

Members of the Public : 8

Meeting commenced 7.32 pm

DRAFT MINUTES

ACTION

FULL/22/90 APOLOGIES FOR ABSENCE

90.1 Apologies were received from Cllrs Parsons and Lloyd (who said he would be arriving later if at all, due to District Council business). Cllr Northam was absent.

FULL/22/91 DECLARATIONS OF INTEREST

91.1 Cllr I Alexander declared an interest in agenda item 8.8 as he is Community & District Partnership Chairman.

FULL/22/92 QUESTIONS FROM THE FLOOR (*in summary*)

92.1.1 Q – Phil Bowell – Wondered whether Steyping Council would reconsider its commitment to restarting the Council led 'Showcase event' as many of the local voluntary groups appeared to be suffering from falling membership, and that it was important for the local community to regenerate that membership. In the past the Showcase event has been an excellent vehicle for that purpose.

92.1.2 A – The Chair explained she had discussed the matter with the clerk, and the clerk then explained that having received recent emails on this matter it was due to be discussed under correspondence in this meeting, but that in any case the 'Showcase' had indeed in the past been very well supported by groups and local businesses. Most recently it had not generated the attendance numbers everyone had hoped for, and this might have been down to an underpromotion of the event. However, he and the chair thought that if council supported the idea for further discussion then they would certainly do so at the next Full Council Meeting.

CLERK

92.2.1 Q – Dave Rowlands – Concerning agenda items 13 and 14, he wondered why they were to be heard under a confidential session and who decided that they should be confidential items?

92.2.2 A – The Chair replied that she and the clerk had discussed and agreed that they might be heard within confidential session, especially item 13 that involved a contractual matter which could be 'commercial in confidence', but even so it was ultimately down to councillors to agree or not whether council was to go into a confidential session to discuss them.

92.3.1 Cllr Rudkin attempted to ask a question concerning a planning consent application, despite being informed that this was not the forum to do so by the Chair. He continued anyway to state that he wanted to know if Steyping Parish Council had received a bribe of £20,000 from Huddleston Farm to allow the Solar Farm application to go through. He asked further questions, and the Chair asked him to desist from the disruption to the meeting that was being caused. He did not improve his conduct. Cllr Norcross **proposed, seconded** by Cllr S Alexander that under SPC Standing Order 2b Cllr Rudkin may no longer be heard from in the meeting. **Agreed. 7 For, 3 Abstained.**

FULL/22/93 MINUTES OF PREVIOUS MEETINGS

- 93.1** Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 16th January '23 be accepted as true and fair record. **Agreed**
- 93.2** **Agreeing 21st March '22 Annual Parish Meeting Minutes.** Cllr Campbell raised a point of order stating the case for this item to not be agreed at this meeting, and rather it be agreed at the next Annual Parish Meeting. The clerk agreed to check advice and the item was deferred.

FULL/22/94 MATTERS ARISING – These items were taken as read

- 94.1** 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 95.2** Cllr Linehan
- 94.2** Working Practices to consider policies as per requested and for their recommendations to be brought back to Full Council- **Actioned/ See item 97.2**
- 94.3** Antisocial behaviour working party idea taken to Premises Committee – **Actioned**
- 94.4** Precept request taken to Horsham District Council – **Actioned**
- 94.5** Steyning Heritage List adopted – Inform Steyning Society – **Actioned**
- 94.6** Implementation Plan – Clerk to make more interventions where necessary – **Actioned**
- 94.7** Theme of Annual Parish Meeting to be brought back for further discussion – **See item 97.6**
- 94.8** Rock Quarry consultation responses by Cllrs – **Actioned**
- 94.9** Consideration of what SPC plans to do for the Kings Coronation – **See item 97.7**

FULL/22/95 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS {Cllr Lloyd not in attendance}

- 95.1** **Cllr Platt (HDC update) – The HDC Local Plan** – The plan cannot be progressed until after the elections, but there will be a briefing on the levelling up and regeneration bill very soon. The water neutrality problem will continue to delay speculative planning applications for a while at least. Southern Water it seems need to improve their infrastructure.
Council Budgets – There will be a major meeting to make decisions on various budgetary items next week. HDC Council Tax is to increase by 2.99% this year - the lowest in the district.
- 95.2** **Cllr Linehan (WSCC Update)** – Not in attendance {point 94.1 will be deferred to next meeting}

FULL/22/96 NEIGHBOURHOOD WARDEN'S REPORT

- 96.1** The Council received the report for January. The Wardens were not in attendance and questions were raised about whether some of the report numbers related to hours or events. The Steering committee to raise this point and ask that future reports are clarified. Wardens
Steering
Committee

FULL/22/97 GOVERNANCE MATTERS

- Cllr Campbell raised a point of order – asking that because the understanding of the position of purdah was important to know in relation to agenda items 8.3 and 8.5, that item 8.7 be heard ahead of them – The Chair agreed to do so.
- 97.1.1** **To agree the SPC Meeting Schedule for the next 15 months** – The clerk pointed out an amendment from the last approved schedule (agreed a year ago), in that there would be no F&GP committee now on the 9th of May '23 due to the election timetable.
Cllr Goldsmith **proposed, seconded** by Cllr Campbell that SPC agree to hold an F&GP meeting in April. **Agreed. 6 For, 3 Against, 2 abstained.** CLERK

97.1.2	Cllr Norcross proposed, seconded by Cllr Goldsmith that SPC agree to the new meeting schedule {as per supporting papers}, subject to an additional F&GP meeting being held in April. Agreed	CLERK
97.2.1	To agree four draft SPC policies as per supporting papers and as per recommendations from the Working Practices Group. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC accepts the 'Model Councillor-Officer Protocol' as per supporting papers. Agreed	CLERK
97.2.2	Email Policy. Cllr Campbell raised some issues, which had been previously raised by him at the Working Practices meeting. Cllr Campbell proposed, seconded by Cllr Sullivan to accept the email policy with the amendments as per supporting papers subject to the removal of paragraphs 2.4 and 3.1.13, and to add the word 'reasonable' within the guidance note. Not Agreed 4 For, 7 Against. Cllr Norcross proposed, seconded by Cllr I Alexander to accept the email policy with the amendments as per supporting papers. Agreed	CLERK
	<i>During the next item, Cllr Rudkin again disrupted the meeting and was asked to leave the meeting under Standing Order 2c by the Chair. He did so.</i>	
97.2.3	Grant Awarding Policy. Cllr Campbell raised a number of issues, some of which had been previously raised by him at the Working Practices meeting. Cllr Young proposed, seconded by Cllr Hanson that the Grant Awarding document be taken back to Working Practices Group. Agreed	CLERK
97.2.4	SPC Members Code of Conduct. Cllr Campbell raised an additional issue with paragraph 10 on page 14. Cllr Campbell proposed, seconded by Cllr Sullivan that paragraph 10 be removed from the draft Policy. Agreed 9 For, 2 Abstained Cllr Norcross proposed, seconded by Cllr S Alexander that the Code of members conduct be accepted as per supporting papers but with paragraph 10 removed. Agreed	CLERK
97.3	Notification of Election details and the implications of Purdah for SPC. The clerk outlined the reasons for bringing these two documents to Council and via the web site to residents' attention. To ensure everyone realised that normal council business can proceed within a purdah or pre-election period, but that additional restrictions were imposed in regard to publicity – with the need to them being objective and even handed.	CLERK
97.4	To agree a first quarterly newsletter for the 'Your Steyning' publication. Cllr Trundle outlined the idea as per the briefing paper supplied. Cllr S Alexander proposed, seconded by Cllr I Alexander that initially as a one, off SPC agree to compile a four-page spread, followed by a two-page spread for every subsequent quarterly {Newsletter} thereafter. Agreed 9 For, 1 Abstained.	CLERK
97.5	To discuss any progress made regarding the H.A. Implementation Plan. The Chair pointed out there had been progress concerning policy documents agreed, and asked councillors who had previously not been in attendance when the Civility and Respect pledge was agreed, if they wanted to take the opportunity to give their accent or otherwise. Cllrs Trundle and Young added their names to the agreement and to abide by the pledge. Cllrs Campbell and Goldsmith stated that they believed the Hoey Ainscough process was 'dead in the water' as far as they were concerned, and refused to agree to abide by the pledge.	
97.6	To discuss the theme of this year's SPC March Annual Parish Meeting. The clerk confirmed that the Sussex Police and Crime Commissioner, Katy Bourne, has been invited to the Annual Parish Meeting, and that she has agreed to be the speaker. Following the discussion at the	CLERK

last full council about themes, - Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the theme of the meeting should be 'Antisocial behaviour in Steyning'. **Agreed 5 For, 4 Against, 1 Abstained**

- 97.7** **To further discuss if there is anything members want to do for the King's Coronation and agree any actions.** The clerk had been sent a letter from HDC offering financial support for events. Cllr Goldsmith **proposed, seconded** by Cllr Bell that the clerk writes to the Community Partnership and also the Chamber of Trade and give them details and also to put posters in both sides of the Bus Shelter highlighting the fact that if any groups are doing any functions and they want help then they speak to the Parish Clerk. **Agreed** **CLERK**
- 97.8** **Possible Joint Parishes project to upgrade a pathway as per supporting paper.** Cllr I Alexander reported on a pathway scheme that the Steyning and District Partnership have been actively coordinating through working parties and collaboration with School, Landowners and Upper Beeding and Bramber Parish Councils. The scheme is for the upgrade of the existing path from Kings Barn Lane in Steyning to Salting's way in Upper Beeding, otherwise now known as 'the White Bridge Link'. To move the process forward there is a need for a bespoke permit from the Environment Agency – the cost of which together with the cost of a planning application could be up to £900. The idea is for these costs to be shared by the Councils at this stage. Cllr I Alexander **proposed, seconded** by Cllr Sullivan that SPC support the 'White Bridge Link' project up to a maximum limit of £300. **Agreed 9 For 1 Abstained.** **CLERK**
- FULL/22/98** **REPORTS FROM OUTSIDE BODIES**
- 98.1** **(HALC/ WSALC/NALC) update.** Cllr Trundle reported no meetings.
- 98.2** **Isolation and loneliness / PPG update.** Cllr Young was asked to go back to the Health Centre and establish who owned their Car Park, so that the council may lend support to any initiative to increase the disabled parking bay facilities. **Cllr Young**
- 98.3** **Cllrs S. Alexander and Goldsmith – Wardens Steering Group.** No Meeting to report.
- 98.4** **Cllr Northam and Young – Joint Parishes Cemetery Committee.** No meeting to report.
- 98.5** **Cllrs S. Alexander, Trundle, Bell, and Parsons – Climate Change Emergency working party.** Cllr Bell reported from the meeting on the 17th January, that the group thought it would be helpful if the Council supported the idea of *high speed car charging points* to aid tourism. *Twenty's plenty scheme* – there have been speed survey hoops placed into the road to provide data to see if the scheme can proceed. *Bike racks* are being considered for the top and bottom of the High Street, with funding required for TRO's that enable this to occur. *Green Building Guidelines* are to be further discussed at the next SPC Planning meeting. **CLERK**
- 98.6** **Cllrs S. Alexander and Parsons – South Downs National Park.** No meeting to report.
- 98.7** **Cllrs Norcross and S Alexander - update on Joint Parishes Youth Committee.** There has been an EOM to discuss the proposed one-year contract extension, and this will be discussed later in this meeting.
- 98.8** **Cllr Trundle – Greening Group update** – Nothing to report.
- FULL/22/99** **ONGOING ITEMS - To receive the following ongoing items – these will be taken to next Full Council meeting**
- 99.1** **How to interpret Risk Assessments – Cllr Training exercise from the Clerk.** Cllr Campbell asked why this has not been dealt with as yet after such a long period – The clerk confirmed there had not been opportunity to find the time as yet. **CLERK**

99.2	Signing of previous F&GP minutes – to be brought back to Full Council – Ongoing	CLERK
99.3	Clerk to discuss any new S106 funding opportunities with HDC – Ongoing	CLERK
99.4	Council to complete actions as per the agreed implementation plan {Hoey Ainscough Report} - Ongoing	CLERK
99.5	Virgin Media installation – Cllr Lloyd to gain information for clerks' distribution to members - Ongoing	CLERK / Cllr Lloyd

FULL/22/100 100.1 CORRESPONDENCE AND INFORMATION ITEMS
None

FULL/22/101 101.1 POTENTIAL CONFIDENTIAL SESSION
Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC conduct agenda item 13.1 in a confidential session as per the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d and to exclude the press and public on the grounds that the confidential matters to be discussed would be prejudicial to the public interest by reason of the nature of the business to be transacted. **Not Agreed, 4 For, 5 Against, 1 Abstained**

FULL/22/102 102.1 YOUTH SERVICE EXTENDED CONTRACT
To agree an extension of the Youth Contract for the next financial year as per recommended by the JPYC. The clerk pointed out the amendments to the contract as per supporting papers, and the Chair of JPYC explained further that there was a half 'manhour' per week more session coverage. Cllr Campbell pointed out a number of queries. Cllr S Alexander and the clerk further explained why the JPYC were recommending that council accept the contract. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC agree and accept the one-year extension to the Steyning Parish Council and Sussex Clubs for Young People contract. **Agreed 7 For, 3 Against.** Clerk to ensure agreed contract goes on the Web Site. **CLERK**

FULL/22/103 103.1 CCTV PROVISION
To discuss CCTV provision in Steyning. The Chair confirmed there was a working party due to be convened on the 22nd of February to facilitate the views of residents concerning antisocial behaviour in Steyning. As a possible aid to a solution, CCTV coverage on the High Street was discussed as was CCTV coverage in Steyning generally. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC support the provision of an installation of CCTV within Steyning across the main areas – the High Street, Fletchers Croft and MPF. **Agreed** **CLERK**

FULL/22/104 **DATE OF NEXT FULL COUNCIL MEETING: 17th April 2023 at 7.30pm**
DATE OF THE ANNUAL PARISH MEETING: 20th March 2023 at 7.30pm

Meeting closed at 9.57 pm

Signed Date 17th April 2023
Chairman

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

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

FEB 2023

Hi vis Patrol hours TOTAL:	78	ASB incidents TOTAL:	3
Foot - Steyning/Bramber/Upper Beeding	14 / 6 /12	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	24/6 /17	Neighbours	0
Notices/warnings TOTAL:	2	Driving/vehicles	1
Verbal warning	1	Bicycles	1
Parking alert	1	Alcohol	1
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	3
Reports into Police TOTAL:	5	Fly tipping / flyposting	3
Phone (including 101 and 999)	1	Graffiti	0
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	4	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	0
Media Reports TOTAL:	2		
Press release/Community magazines	0		
Social media posts	2	Community events attended	3
Admin hours	28	School contact	0
Vulnerable people welfare checks	5	Youth engagement	12
Signposting	1	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	1

ASB crime

We received a report from a Steyning Resident who was concerned about reckless cycling by local paperboys who were not wearing cycle helmets or high vis protective clothing. We carried out a visit to raise his concerns.

We received a report of numerous bottles of beer and alcohol smashed onto the footpath under the A208 flyover. We have carried out foot patrols of the area.

We intervened with a group of young males drinking alcohol behind Steyning Leisure centre. We issued warnings and confiscated alcohol from the group.

We received a report from an elderly resident in Steyning who had eggs thrown at her windows. Reassurance phone call made. Increased foot patrols of the area and house visit programmed.

Parking/vehicles

Car Obstructing other Road users Henfield rd. Yellow Warning/advice card issued.

Fly tipping/littering/graffiti

Domestic Rubbish Steyning Bostal. Reported to Environmental Health.H.D.C.

Domestic Rubbish layby

Community engagement/events/meetings

Joint District P.C.S.O. /Warden meeting. Steyning Community Centre. Wed Feb3rd.

Wardens Drop in. The Hub Upper Beeding

Local Community Working Group re ASB Bus Shelter Steyning High Street

We carried out numerous engagements with groups of youths during Half Term on the Memorial Playing Field, Upper Beeding Recreation ground, Small Dole Skate Park and other locations favoured by young people.

Patrols (foot/visible and car)

New Foot patrols Adur River footpath near A208 Flyover.

We continue to carry out foot patrols of the Steyning COOP to deter alleged shoplifting by young people after close of school day.

Older, vulnerable people and youth

Warden Drop in The Hub Upper Beeding.

Dog related issues

Engaged with owner of Alsatian causing concerns with some residents in Upper Beeding. Dog is now muzzled by its owner and is attending dog socialisation sessions in Ashington.

Cycling

See ASB

Parish specific/other

Nil

Social media/press

Nil

Item 8.0 – Governance Matters

Briefing Note

This briefing note explains in more depth the items within this section of the agenda, and introduces, where necessary, the additional papers.

8.1 – Community Engagement Working Party on ASB

Since the January Full Council Meeting, we have resolved to move forward with renewed vigor on the issue of how to tackle antisocial behaviour {ASB} in Steyning. Schemes to avoid ASB, or to mitigate against it happening have been discussed at a number of committee meetings before and since. Notable recent occurrences have included the Community Engagement meeting held on the 22nd of February {**Notes from which are appended under paper 8.1.2**} and the Annual Parish Meeting where the West Sussex Police and Crime Commissioner made a presentation and fielded questions related to Steyning ASB incidents, which is to be discussed under item 8.2. **Paper 8.1.1 discusses what has happened since the 22nd of February meeting**, and is on the agenda to primarily pose the question – Does SPC feel there is a need for a further ‘ASB Community Engagement Feedback Working Party’ or does council believe it best to feedback progress to the community via subsequent Full Council Meetings as and when tasks or projects are completed?

8.2 – Katy Bourne Presentation Feedback

The 20th March Annual Parish Meeting included an 83 minute presentation and Q&A with Katy Bourne OBE, the Sussex Police and Crime Commissioner, and the **draft minutes of that meeting are attached under item 8.2**. SPC has resolved to install CCTV and the details of that installation are to be discussed under item 8.3. Following this meeting the Clerk has been in discussion regarding possible part funding of CCTV by the police as per invitation to do so at the time. This item is on the agenda to resolve what other matters arising from this meeting SPC should attempt to action if any?

8.3 – CCTV

Supporting paper 8.3.1 will present what has been agreed so far in terms of SPC resolutions on the matter of proposed CCTV installation and provides some suggested example equipment installations for Steyning High St., Fletchers Croft and Memorial Playing Field. We need to start to narrow down our view on what needs to be installed so that we can move forward on agreeing a scope of works, and so that we can obtain comparable quotes, also so we can begin to consider completing **a privacy impact survey** with the Steyning residents – **See paper 8.3.2** – for reference only at this stage.

8.4 – Progress made regarding the HA Implementation Plan

At the next Full Council meeting it was resolved that SPC should agree to send a six-month progress report to the monitoring office regarding the Hoey Ainscough implementation Plan. This item will be a brief summary from the Clerk on significant progress or otherwise so far achieved, with comments from councillors welcomed.

8.5 – Update regarding the ‘White Bridge Link’

Cllr Ian Alexander will give a brief update on recent meetings and progress concerning the ‘White Bridge Link’ project. **Paper 8.5.1 summarises the background details so far.**

Actions noted following the Antisocial Behaviour Working Party

Steyning Parish Council –

1. Working party notes discussed at Planning and Premises meeting on the 27th February, with these comments minuted – **No immediate further actions suggested and or agreed**

ANTISOCIAL BEHAVIOUR AT THE HIGH STREET BUS SHELTER – Update from meeting held on 22nd February 2023. The summary of the meeting held on 22nd February with the residents, traders, PCSO's, Wardens, HDC representatives and Youth Worker to continue to report any incidents of antisocial behaviour every time it happens. For resources to be diverted to Steyning there needs to be reports. Residents want CCTV at the High St and the MPF of quality that is useful to the police and would like this to happen sooner rather than later. This request to be taken to Full Council Meeting in April. Horsham District Council will carry out an Environmental Visual Audit which they will report back to the Parish Council. The warden's hours will be looked at to see if there is any way they can work later on particular evenings for a period of time. This is difficult as they only work certain hours, there is only 2 of them and they have no powers of arrest. The Youth Leader also offered to work some later shifts. The police were requested to give as much resources as possible, but it was noted that this can only be done if the incidents are reported. The Parish Council to write to the police and say there are issues with anti-social behaviour and need more resources.

2. Antisocial behavioural theme already agreed in January Full Council meeting for the Annual Parish Meeting, with then Sussex Police Crime Commissioner attendance and presentation confirmed after the working party - **Actioned**
3. Following ASB Working Party, HDC asked SPC for resident contact data concerning ASB complaints over the previous year to be supplied in order for them to build up a picture of the issue - **Actioned**
4. Agreement for CCTV installation project to be brought back to April Full Council Meeting - **Actioned**
5. To reconsider any other possible ASB mitigating options
6. To consider the discussion at the Annual Parish Meeting and identify any further actions required

Wardens –

1. Agreement to adapt the shift pattern to allow for observation of behaviour at Steyning High Street and MPF more often - **Actioned**
2. Completion of Environmental Visual Audit – **Actioned** - See item 8.1.3

School –

1. Agreement to work more closely with Police, PCSO's, Wardens and Youth Service as and when identification of individuals was possible and necessary - **Ongoing**

Residents –

- 1.** To make more accurate reports of ASB's and more often if possible - **Ongoing**
- 2.** To come to the Annual Parish Meeting and make a direct case to the Police Commissioner for more action to be undertaken in Steyning against ASB - **Actioned**
- 3.** Requested action be taken now, and were unanimously in favour of CCTV coverage

Police / PCSO's –

- 1.** Agreement to adapt the shift patterns in the short-term if possible and certainly be mindful of keeping vigilant when travelling through High Street to and from the Steyning Station - **Actioned**
- 2.** Supply confidential data to HDC - **Actioned**
- 3.** PCSO's to work with Wardens to encourage shop owners to report more often
- 4.** More police and PCSO patrols will only happen more often if there are more reported incidents

Youth Service –

- 1.** Main service provision coordinator to alter shift pattern to actively work with PCSO's and Wardens if required - **Actioned**

HDC's Community Safety Team –

- 1.** To collate data from all sources available and try to ensure that appropriate actions are being undertaken – This also fed into the Community Trigger meetings which then ran alongside the initial working party discussions – **Actioned / Ongoing**

Note of the All Member Working Party Meeting held on Wednesday 22nd February at the Steyning Centre at 7pm

Present: Cllrs Norcross, Young, Hanson, Simon Alexander, Goldsmith and Sullivan
PCSO for Steyning-Tracy Bicknell, Neighbourhood Police Officer for Horsham-PC James Blunden
Neighbourhood Warden-Paul Conroy, Neighbourhood Warden Supervisor- Carol Boniface,
Community Safety Officer for HDC- Shelly Godstone, Chair of Business Chamber-Russell Barnes,
Chair of Governors Steyning Grammar School-Rod Scott, Head teacher Steyning Grammar School -
Adam Whitehead, Area Manager for Sussex Clubs for Young People- Sheri Burch,

Residents/traders Janine Dee, Katrina Boulton, Jeremy Keable, Gary Edwards, Robin Ballance,
Victoria Ryan, Aaron Comber, Julian {Surname not recorded}

Clerk John Fullbrook and Deputy **Clerk** Hazel Roxby

Meeting Notes

1.0 Apologies: Cllrs Lloyd, Ian Alexander, Parsons, Bell, Northam and Campbell,
County Councillor -Paul Linehan and Neighbourhood Warden- Michael Pearce.

2.0 Introduction from the Steyning Parish Council Chairman

Cllr Norcross informed that the meeting is an all member working party with invited residents, and Police, PCSO's, Wardens, HDC representatives, School and Youth Club representatives in an attempt to facilitate all the various agencies in the hope that some resolution can be found for a way forward in dealing with the issue of anti-social behaviour in Steyning.

3.0 Brief introductions from those in attendance

3.1 All the attendees introduced themselves.

4.0 To consider the antisocial behavioral issues and to discuss any possible actions which could be taken by any of the parties in attendance. Any recommendations for action by the council should be agreed by a vote and by SPC Councillor's only.

The Police and PCSO's reported that there are very few numbers of complaints coming through to them concerning anti -social behaviour in Steyning, only 1 or 2 per month, compared to the other areas in the Horsham District. They patrol as often as time allows but can only attend if the reports of anti-social behavior warrant the attendance, areas with a higher of reports will be at the top of the list. Encouragement was given for residents and traders to report the issues every time they occur.

Residents voiced concern that the youths are causing a noise disturbance, littering, drug taking and dealing which is all carried out within the bus shelter. More recently there has been cars racing in the High Street and around the car park. Some of the youths are school age as they are still in uniform on some occasions.

It was noted that if the youths can be identified the school can be liaised with to assist with speaking to the youths and to find out what the reasons are for them being there.

Residents informed that many of the youths are not from Steyning, they arrive and leave on buses.

The residents requested that CCTV, of good quality, be installed, the Police carry out patrols in the town, the Wardens and PCSO'S do more patrols and shutters be installed.

Cllr Simon Alexander informed that the council have discussed and agreed at the Parish Council meeting to support the installation of CCTV in the High Street and MPF.

A resident suggested that residents and traders in the High Street, if asked, would be happy to assist with payments towards a CCTV installation for the High Street.

The School Head Teacher said that the school can work with the Police etc. to identify youths if the CCTV is good enough for them to be recognised.

The Police/PCSO's reiterated that they can only patrol the areas if the data requires it, therefore reporting incidents every single time they happen is very important.

Cllr Goldsmith stated that as everyone pays taxes, Steyning should be entitled to get Police presence for 4hrs twice a week and HDC could send the security company, that they employ, to Steyning for several months.

Carol Boniface informed that HDC can carry out an Environmental Visual Audit and feed the results back to the Clerk. She also said that the Wardens may be able to carry out targeted controls of the town. Sheri Burch stated that she is willing to alter shifts to assist the Wardens and work with HDC.

5.0 Summation and thanks from SPC Chairman.

Cllr Norcross summarised the feeling of the meeting is that residents would like CCTV installed at the High Steet and the MPF of quality that is useful to the police and would like this to happen sooner rather than later. This request to be taken to Full Council Meeting in April

There needs to be more patrols in Steyning, but for this to happen the residents need to continue to report any incidents of anti-social behaviour every time it happens.

Horsham District Council will carry out an Environmental Visual Audit which they will report back to the Parish Council. The Warden's hours will be looked at to see if there is any way they can work later on particular evenings for a period of time. This is difficult as they only work certain hours, there is only 2 of them and they have no powers of arrest. The Youth Leader also offered to work some later shifts.

The police were requested to give as much resource as possible, but it was noted that this can only be done if the incidents are reported.

The Parish Council to write to the police and say there are issues with anti-social behaviour and that SPC needs more resources.

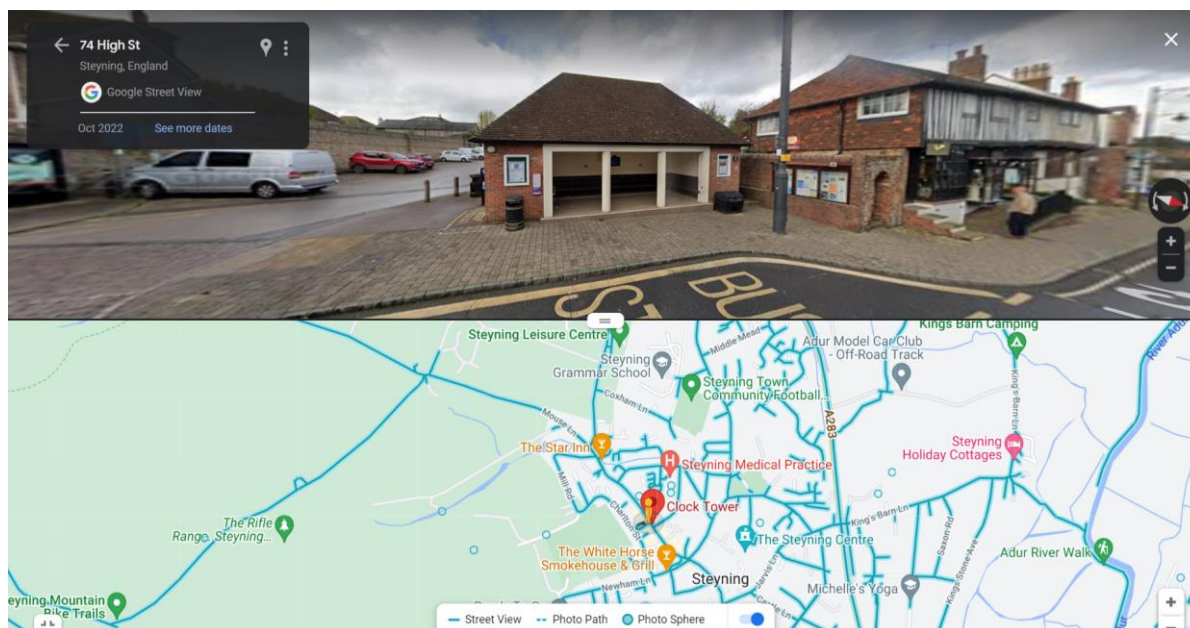
Meeting Closed at 8.30pm

Environmental Visual Audit Checklist

Visual audit undertaken by:	Michael Pearce and Paul Conroy. Neighbourhood Wardens
Date and time of visit:	Wed 1 st March 2023

Location

Steyning High Street Bus Shelter



Problem being experienced

Anti-social Behaviour/ Noise Nuisance/Underage drinking of Alcohol/Alleged Drug taking. Most of this has occurred late in the evenings or early hours of the morning at weekends. ASB in the bus shelter has been an intermittent problem over the last three years. At its zenith youths were drug dealing in the shelter in broad daylight. Action was taken by the police after a covert operation and arrests were made. There are annual parties that take place on the Steyning Downlands frequented by large groups of youths sometimes totalling a 100 or more and the Bus Shelter is a rendezvous point for partygoer's coming down from these events who are often picked up by Parents. Some have been known to stay overnight in the shelter. It is frequently used by local youths as a meeting area.

It has also been used annually by homeless adults as a temporary shelter.

Residents have reported the following,

The type of anti-social behaviour being complained about related to large groups of young people congregating in the bus shelter on the High Street, drinking stolen alcohol, playing loud grime music until late in the evening, drug taking/dealing, being abusive to members of the public, hanging from lampposts, kicking footballs at windows, throwing objects at shop signs and at passing cars.

Natural surveillance	
Natural / easy sightlines or hidden areas	No Hidden areas and easy sightline from Street.
Lighting	Adequate lighting in place.
CCTV	No C.C.T.V. One disused and redundant camera in shelter
Access and movement	
Is the area busy	Very busy during daytime hours and relates to peak and off-peak bus timetables. Three bus routes connecting Upper Beeding, Shoreham, Henfield, Washington and Storrington operate through the High Street. Mon Fri No 100 Bus route. First Bus 7.30am Last Bus 18.50 Sat - First Bus 0823am Last Bus 18.50pm Mon Fri No 2 Bus Route First Bus 0709am Last Bus 10.35pm
Does the area / pathway lead anywhere	Situated in the middle of the high street it has public toilets and a small car park to the rear. From the rear of the Car park there is access to Charlton Street, Steyning Police Station and the Steyning Memorial Playing Field and village green. The playing field has a public footpath that leads to the Steyning Downlands. A part of the downlands known as the Steyning Downland Scheme is owned by the Wiston Estate.
Access / egress points	Steyning High Street. Steyning High St Car Park.
Street furniture position - block sightlines or encourage ASB	Shelter open 24hrs has seating for 20 persons. Outside Bus Timetables area remains open and encourages loitering and attracts groups of young people.
Activity	
What is the area used for (intentional and unintentional)	Functions as Bus shelter during normal bus timetables but is open 24hrs and encourages youths to congregate in the late evening and early hours of the morning.

Is the area used at night	See above
Sense of ownership	
Are the boundaries between public, communal and private space clearly defined	All public. Bus Shelter situated in High Street.
Is there sustainable planting to soften the environment	No
Have the social and recreational needs of communities been considered	Yes. Youth provision for sport and recreational activities by Youth Service and Youth outreach workers. Sports provision by local clubs.
Physical protection	
Are security measures already in place	See Other comments and suggestions. Toilets are locked early evening.
Are boundaries for schools and communal facilities secure but avoiding a 'fortress-like' appearance	N/A
Management and maintenance	
Who manages the area	Steyning Parish Council
Are users, residents, community, and businesses involved in the management	No
Is the area well maintained and looked after	Yes. Parish Council employees close toilets and clear litter. Recently decorated.
Is any relevant signage already in place	Yes, P.S.P.O. signage in place.
Other comments or suggestions	
Recommend employment of C.C.T.V.to record and deter A.S.B. Carry out recommendations of Local Action Group Meeting and local Authority Community Trigger Meeting. Frequent patrols carried out by Neighbourhood Wardens. Static monitoring by Neighbourhood Wardens on late shifts up until 10. 00pm. Request police to include the area in their Patrols. Encourage residents to report ASB to the Police.	

Consider gating off the area and securing it according to Bus Route time tables.
Install new signage to encourage residents to report youth ASB.

Actions to be taken following Community Trigger Meeting as follows.

The Police, Parish Council and the Wardens to collate reports of complaints received relating to ASB in the High Street over the past year
Residents to be encouraged to report any ASB related incidents
Police specialist team based at Steyning Police Station be asked to do some patrolling whenever possible – particularly on Friday and Saturday evening / night
Wardens to patrol the High Street on Friday / Saturday evening whenever possible.
Environmental Visual Audit to be conducted and report shared with the Parish Council
Young People to be identified / engaged with and parents spoken to
Co-op to be encouraged to take further action to address the shoplifting
Steyning to be offered Disc scheme once it has been piloted in Horsham



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West Sussex, BN44 3XL

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www.steyningpc.gov.uk

**MEETING OF THE ANNUAL PARISH COUNCIL
HELD ON MONDAY 20th MARCH 2023 AT 7.30PM
IN THE STEYNING CENTRE**

Cllrs Present: Cllrs Norcross {Chairman}, Hanson, G. Sullivan, Goldsmith, S. Alexander, I. Alexander, Bell
and County Councillor Linehan

Speaker: Mrs Katy Bourne, OBE

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public: 35

Meeting commenced: 7.30pm

DRAFT MINUTES

1. WELCOME FROM THE CHAIRMAN OF THE PARISH COUNCIL

2. APOLOGIES

Apologies were received from Cllrs Young, Lloyd, Northam, Trundle, Parsons and District Cllr Bob Platt.
Cllrs Rudkin and Campbell absent

3. MINUTES OF THE LAST ANNUAL PARISH MEETING HELD ON 21th MARCH 2022

Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the draft minutes of the Annual Parish Meeting held on the 21st of March 2022 be agreed as a true and fair record. **Agreed 21 For, 1 Abstained**

4. MATTERS ARISING

None

5. PRESENTATION BY Katy Bourne, OBE - Sussex Police and Crime Commissioner

Theme - 'How to tackle antisocial behaviour in Steypning', and to discuss how the Police, the Parish Council and the residents of Steypning can work together towards ensuring the current issues are dealt with successfully.

Here are some bullet points from the presentation which includes a summary of some of the questions and answers which Katy took during the course of the discussion. The video of this presentation can be found via the following link -<https://youtu.be/1QJ5uoCpXYE>, and specifically heard between minutes 03:25 and 1:26:20.

- *Katy talked initially about a report being published the next day {21st March} concerning the Met. Police, which will highlight the current difficulties faced by the institution.*
- *There was sympathy for residents who had been experiencing antisocial behaviour issues in Steypning, but she was assured about the fact that there was work ongoing to tackle the issues.*
- *The most important point was that residents needed to keep reporting issues as they happened because police response is 'evidence led'.*
- *Katy talked about her experiences with the retail business not reporting crime – indeed 5 years ago she was involved with a study and found that less than 8% of crime was being reported from High Street businesses. – Due to retail managers believing there was no point doing so anymore.*

- *Antisocial behaviour {ASB} is difficult to define, but Katy believes the reluctance to report it is spilling out into the wider community, with now the perpetrators are emboldened to continue to commit acts because there is nothing done when they do so, because it's not being reported.*
- *Katy asked to hear people's experiences.*
- *Cllr Ian Alexander talked about the recent council meetings whereby when antisocial behaviour was being reported to councillors, they had asked residents to keep reporting it, and residents had responded by saying they keep doing so, but then the police will say that the evidence shows that this is not the case. He also suggested the 101 police non-emergency service did not work. Katy said that it did and that waiting times were on average 6½ minutes.*
- *The High Street Bus Shelter was discussed, as it was a current focal point of unrest. Measures to lessen the impact of ASB, such as Shutter installation have been discussed at length at council meetings but have not been agreed because of it being a detraction to the conservation area, and it was also felt that to shut out ASB from the Bus Shelter would simply move the issue elsewhere. Light and noise deterrent devices had also been discussed, but currently and more probably a CCTV installation was being proposed – Katy said that she would like to assist with this idea (perhaps with grant assistance), and the Clerk was invited to discuss this situation in more depth with her following the meeting. She highlighted as part of the process it was important to consider completing a 'Privacy Impact Survey'.*
- *There was confirmation that the Police would likely not be involved either in installation nor surveillance of any CCTV system that was to be installed.*
- *There were further instances of difficulties in reporting issues from residents, and Katy presented a new development for High Street commercial operators called a 'disc reporting system', which is like a 'What's App group' for those who are frequently the recipients of crime issues, except that the police are part of the group, and that CCTV footage is possibly accessible through it. – It allows the police to receive reports instantaneously.*
- *It was felt there needed to be a joined-up approach, including PCSO's, Wardens, High Street retail managers with intelligence gathering increasing, and leading to 'Target hardening'.*
- *'One Touch' reporting was suggested for retail managers – this system reduces reporting times down from 30 minutes to nearer 2. This is being trialled by 22 Co-Op stores across Sussex. 300 crimes in a year were reported from one shop in Shoreham now using this system.*
- *2000 incidents reported to the police across Sussex every day, with about 300 being crime related.*
- *Katy had been discussing the governments national plan to deal with ASB and had suggested to them that she would like to do some reparative justice work in Sussex. With Youth offenders being asked to complete repairs (to things that they might have been damaged by them) in the community.*
- *Cllr Simon Alexander described a situation where in the last two weeks the police reporting system had worked very well – He and his partner had reported probable drug deals in progress in Fletchers Croft car park and within 58 minutes had received a text from the police saying that the boy concerned had been stopped and his drugs confiscated. The following week, after a council meeting, he witnessed the same individual being apprehended by the police in the car park, after they had made a follow up visit.*
- *Parents and guardians have a role to play, but often they are not aware of issues. Finding a way of getting the intelligence together so that parents can be informed is a good way of dealing with the issue.*
- *Residents spoke in support of the youth and the council's youth service and referred to the need to provide additional facilities for the Steyning Youth and noted that some projects that had been agreed including by public referendum to proceed, such as a skateboard park installation, had been stopped by public protests in the past.*
- *Katy wondered how much of a say residents and councillors had at the district's community safety partnership forums where all the 'players' come together to discuss these issues, and she wondered how it was working for Steyning – there needs to be the right people round the table including the education providers – and she mentioned the re-boot scheme.*

- *There were representations suggesting that installing shutters, and shutting down the High Street at night was the 'wrong message and was caving in to the yobs'. Rather that it would seem reasonable to see more of a police presence as Steyning seemed to rarely see any police other than those officers in cars who seemed to pass through the High Street on their way to and from the police station. One resident informed of situations whereby it seemed known within a certain age group that Steyning was an easy place to trade drugs as the police had forgotten about small towns, as they were too busy in the cities. He urged that residents' taxes be spent on a police deterrent rather than what ended up being a system of delayed response.*
- *Katy explained part of her job was to relay the comments and suggestions of residents across the district to her superiors to commit to the sorts of changes she has been advocating in the last few years.*
- *Katy concluded by outlining some of the statistics involved with policing currently, and the difficulty prioritising the resources. There being approx. 5,500 police and admin support staff to look after the regions 1.7 million inhabitants. – On an average day across the county the police will receive 2,312 contacts with 789 '999' calls. There will be approx. 1300 incident logs created but only about 300 relate to an actual crime. 32 missing person reports. 6 reports of rape.*
- *Majority of crime is perpetrated in large urban areas. Only have drug dealing where there's a market, and the 'county-lines' whereby young children are recruited (and abused) to do the work of the London 'drug lords' has been a huge problem. The workload on officers is currently phenomenal. However, it is understood that visible policing and 'neighbourhood beats' do matter, and Katy is determined to continue to get this message across.*

6. THE CHAIRMAN'S REPORT

The Chairman – Cllr Norcross thanked Katy Bourne for her presentation, and then after a short four-minute recess to allow some residents and Katy to leave, proceeded to present her annual Steyning Parish Council Report for the year 2022/23. The Full text of the statement is appended to these minutes and can be accessed via the link <https://youtu.be/1QJ5uoCpXYE>, and can be heard between minutes 1:27:00 and 1:37:30. Here are a few notable points of interest:-

- *Local groups have been supported by funding from the Council. This has contributed towards food and drink festival, 'Tree guards' for recognition award winning commemorative tree planting, 'Jubilee bench' installation, 'Flowers with planters' and support for those combating isolation and loneliness.*
- *The Festive lights in the High Street have been a great success and a new design is chosen each year, to bring variety, and indeed council has already agreed next seasons display.*
- *F&GP Committee agreed a strategic plan together with its first annual action plan with only 4 of its 14 proposed projects still to be completed.*
- *Neighbourhood plan has been brought into legal force following a successful referendum*
- *PPG monitor installed at Steyning Centre, commemorative bench and trees installed and allotment water service enhancement schemes among the targets achieved.*
- *Diligent financial management meant that Council weathered the issues imposed by the pandemic and was still able to restrict a precept rise to 2% to support residents during the current 'cost of living' crisis.*
- *New 3-year contracts for Grass cutting and Street Cleaning agreed*
- *New one year extension to Youth Service contract provision agreed*
- *Have undertaken a huge scope of essential tree works including at Memorial playing fields, Rublees allotments, Cripps Lane, Abbey Road, Canada Gardens and Godstalls Lane.*
- *Abbey Road re-wilding scheme is receiving plaudits from the Sussex wildlife Trust – with thanks to its group of volunteers*
- *High Street Bus shelter improvements*
- *The Planning committee has appraised 91 planning applications this year – its advisory comments aligning well with HDC planning decisions with a 85% mutual agreement rating*

- Council in collaboration with Steyning Greening has drawn up a 'green checklist' to aid in assessing the environmental impact of planning applications
- Premises committee has overseen several improvements at the Steyning Centre including an updated sate of the art audio-visual system and dishwasher for the kitchen
- Bookings at the Steyning Centre have bounced back well after the pandemic
- HDC decided to commission a review of SPC following high levels of Code of Conduct submissions – with the conclusion being that, in the main, the Council was functioning well and effectively, but there were concerns around the behaviour and attitudes of some councillors
- The Council has signed the Society of Local Councils Clerks sponsored Civility and Respect pledge
- It is working hard to complete actions set out in a mutually agreed implementation plan
- The Chair extended thanks to John F, Hazel, Tessa, John G, Matthew, Steve and John C and the Wardens Michael and Paul, with special thanks going to Paul Conroy who after more than 20 years working for our parish and sister parishes was to retire in a few weeks
– Applause followed

7. **QUESTIONS FOR THE CHAIR (in summary)**

Q – A lady asked about the electronic information screens sited at each of the three Steyning car parks – wondering why one has been out of order for a very long time and wondered if anybody used them.

A – *The Clerk explained they were not the property of the Parish, but of Horsham District Council, and that the out of order machine was now to be fixed, and that the hope was (working with the Steyning and District Partnership) that the information would become more relevant to the parish residents and visitors with content being provided not just by HDC officers.*

Q – Over the four-year period of the current council, what would you say are the three most outstanding achievements?

A – *The Chair, said personally she felt the biggest achievement was to have completed the Steyning Neighbourhood Plan, on a smaller scale things like getting an enhanced water supply engineered and installed at the Allotments, affective maintenance contract management like tree works, grass cutting and street cleaning, and that she felt very privileged to have been voted into the position of Chairman of the Council for the last two and a half years.*

Q – A Resident added he felt it was a welcoming council, and he wanted it to remain that way, and that hopefully all the problems of the past fade away after the upcoming election.

A – *The Chair said that a council with disagreements was not necessarily a bad thing, in fact it was healthy, and it has been possible to run well and efficiently as a council despite disagreements – it was about going with the majority decisions.*

Q – You mentioned earlier about the Code of Conduct {Civility and Respect} pledge. Are there any existing councillors putting their name forward who should have signed it before being considered? – And who are they?

A – *My view is yes, but that's for the public to decide. In terms of who they are – that can be determined by reading previous full council minutes.*

Q – Are the people who have signed been listed on the web site?

A – *No, because the Civility and Respect pledge is undertaken by the Council as a corporate body, not individual councillors. Those councillors who had not been in attendance at the meeting when it was unanimously agreed were asked at a subsequent meeting to pledge their support, and some declined to take it at that point {At the last Full Council Meeting}.*

Q – With the elections coming up, one thing that concerns me given the changes that need to be made and the past that needs to be left behind, is that we are going to need to see more than 15 people standing for election, otherwise there is a real danger that the same core of 8/9/10 people are left standing once again, and the sort of ambitions that there are could be frustrated once again.

A – If people don't stand you can't make them.

Q – I just wonder if we are doing enough to encourage people to stand?

A – We have tried very hard at Council {inc. promotional leaflets}, and me personally, to advocate people consider it. It is certainly important that new people come in and bring with them new ways of working. We can have disagreements and deal with them like adults, and then accept democratically agreed decisions.

Q – Part of the issue is that it's a generation thing? Three councillors under the age of 40 left inside 12 months after the beginning of the last council.

A – We did indeed have younger councillors last time that left unfortunately. One had to leave to study at university.

Q – Are the recycling bins your responsibility in Fletchers Croft car park because they are often overflowing?

A – No, they are HDC's responsibility, and that of the bin providers – which is highlighted on the bins themselves – they can be contacted if they overflow.

8. **RESPONSES TO WRITTEN QUESTIONS ON PARISH MATTERS** - None received

9. **DATE OF NEXT MEETING – 18th March 2024**

The Chairman closed the meeting at 9.29pm, and refreshments were served for all.

Signed Date 18th March 2024

Chairman

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

<https://youtu.be/1QJ5uoCpXYE>,

Possible CCTV installation in High Street, MPF & Fletchers Croft.

Briefing Note

Other than at the Steyning Community Centre, the Parish Council's CCTV monitoring systems had slowly fallen into disrepair over the last 10 years. A major renewal was required and identified to perhaps proceed, but with some quotes obtained, this project was put on hold by SPC at the beginning of May 2019. It was discussed again in 2022 but again shelved in favour of other projects.

Following recent events however interest has been revived to install a new system on behalf of the Parish residents to help mitigate against Antisocial Behavioral activities. At the January Full Council, the following was agreed.

CCTV PROVISION

*To discuss CCTV provision in Steyning. The Chair confirmed there was a working party due to be convened on the 22nd of February to facilitate the views of residents concerning antisocial behaviour in Steyning. As a possible aid to a solution, CCTV coverage on the High Street was discussed as was CCTV coverage in Steyning generally. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC support the provision of an installation of CCTV within Steyning across the main areas – the High Street, Fletchers Croft and MPF. **Agreed***

Example Installations – All of these possible solutions concentrate primarily on SPC Asset coverage, but spills into all of the main 'problem areas'.

High Street

1. **Most Basic coverage** – one or two cameras in the Bus Shelter itself. Cheap and easy to install with short cable runs, history of previous coverage, and electric easily available. Very limited scope, however.
2. **Clock Tower Coverage** – One or two cameras placed on or in Clock Tower – this would need permissions from Tower owner, however there is an SPC electric source available and access for Staff. Installation not easy but scope of coverage is good (in terms of Bus Shelter)
3. **Police Pole Coverage** – Use tall pole previously used by the police for their trial CCTV installation, for two or three static cameras or one or two mobile units. Tricky installation but has been done before and can feed into Bus Shelter electrics and recording room. Could scope up and down high street if necessary, so scope much better, but likely more costly – Could also be used in conjunction with a static camera within the Bus Shelter itself.
4. **Ultimate Coverage** – 10 Cameras placed along High Street – Quote obtained from Cllr S Alexander in 2022.
5. **Other?**

MPF

1. **Most Basic coverage** – one or two cameras fixed onto Changing rooms. Cheap and easy to install with short cable, history of previous coverage, and electric easily available. Very limited scope, however.
2. **Basic plus Childrens Play Areas covered** – two or three cameras placed adjacent MPF main play area on poles within bounds of Bowls Area. Facing towards play areas and upper field. Again, there was a quote obtained for this or similar installation from Cllr S Alexander in 2022.
3. **Other?**

Fletchers Croft

1. **Most Basic coverage** – one or two cameras fixed onto Car Park Lights that face the Exercise and Play Areas. Relatively cheap to install – electric cabling possible with assistance from HDC – no history of previous coverage. Limited scope, however. Unlikely to cover activities in Car Park
2. **Basic plus Car Park covered** – two or three cameras also placed on Light posts but facing Access Road to Car Park, and Car Park itself. Most historical problems areas therefore covered – up to double the cost.
3. **Ultimate Coverage** – 9 Cameras placed in prime locations within the Fletchers Croft Area. – A system likely connected with the existing Steyning Centre system – Quote obtained from Cllr S Alexander in 2022.
4. **Other?**

Data protection impact assessments

guidance for carrying out a data
protection impact assessment on
surveillance camera systems



Introduction: a collaborative approach

1. The Surveillance Camera Commissioner (SCC) and the Information Commissioner's Office (ICO) have worked together on this guidance. By doing this we've responded to requests from operators of surveillance camera systems who have asked for coordinated advice when processing personal data in this way. The template we've provided should support you through the process, but you may prefer to use alternatives. It is perfectly acceptable to do this, provided that they satisfy statutory requirements (see legal obligations set out below).

The roles of the Commissioners

2. The SCC is responsible for encouraging relevant authorities¹ to be compliant with the [Home Secretary's Surveillance Camera Code of Practice](#); to review the operation of the code and to provide advice about it. Relevant authorities in England and Wales are required to have due regard to the code when they are operating surveillance cameras, as defined at section 29(6) of the Protection of Freedoms Act 2012, in public places. The SCC also has a statutory responsibility to encourage voluntary adoption of the code by organisations not listed in the Act.
3. The ICO is responsible for regulating and enforcing data protection law, namely the General Data Protection Regulation and the Data Protection Act 2018.² It has published [detailed guidance](#) on data protection impact assessments (DPIAs), for general processing and for the law enforcement purposes, which you should read in conjunction with this advice. All organisations in the UK must comply with data protection law, and in certain cases, carrying out a DPIA is a mandatory requirement.

Who is this advice for?

4. This advice is intended for organisations in England and Wales that must have regard to the Surveillance Camera Code of Practice under Section 33(5) of the Protection of Freedoms Act 2012. However, it will also be of value to the wider community of public authorities and any other bodies, whether public or private, who perform public functions as well as private organisations operating surveillance cameras anywhere in the UK.
5. When considering the deployment of a surveillance camera system, you must have a clear understanding of each organisation's responsibilities under data protection law. If you are making decisions on the use of the personal data captured as a controller, or joint controllers, you are chiefly responsible for compliance with data protection law, including the requirement to carry out a DPIA. However, other organisations acting under the instruction of controllers (i.e. processors) also have responsibilities, including assisting controllers in developing DPIAs.
6. If you then process this data for different purposes, you will also need to consider these in any assessment. In some cases, if the processing is for different purposes, you may be required to carry out more than one DPIA.

Your legal obligations

7. Principle 2 of the Surveillance Camera Code of Practice³ states that the use of a surveillance camera system must take into account its effect on individuals and their privacy. Processing of

¹ Listed in the [Protection of Freedoms Act 2012 \(s33.5\)](#) – police forces, police and crime commissioners, local authorities and parish and district councils.

² Regulation (EU) 2016/679 of the European Parliament and European Council, also known as the General Data Protection Regulation, was transposed into UK law through the Data Protection Act 2018. Any processing of personal data by competent authorities for the prevention, investigation, detection or prosecution of criminal offences is regulated under Part 3 of the Data Protection Act 2018 which transposes Directive (EU) 2016/680, also known as the Law Enforcement Directive, into UK law.

³ Surveillance Camera Code of Practice issued by the Home Secretary in June 2013 under Section 30(1)(a) Protection of Freedoms Act 2012.

personal data using a surveillance camera system will be considered 'likely to result in high risk to rights and freedoms' under data protection law. For instance, where it can systematically monitor public spaces on a large scale, or can involve innovative technology or the processing of biometric data. As processing using a surveillance camera system is likely to be high risk you must conduct a DPIA **before** the system is installed and review it regularly. Carrying out a DPIA means that you can determine whether deployment is lawful, and will also be a record of how you have considered and addressed any risks or wider concerns about your project. This addresses Principle 2 of the Surveillance Camera Code of Practice as well as requirements of data protection law.

8. What a DPIA must cover and when they are required by law is set out in Article 35 of the GDPR (general processing) and Section 64 DPA 2018 (law enforcement processing). **The ICO has also identified further types of general processing where a DPIA is mandatory, because the processing is likely to result in high risk⁴ to individuals' rights and freedoms.** This can also indicate to controllers who are processing for law enforcement purposes where there may be high risk. Surveillance camera systems are very likely to sit within the scope of this high risk requirement.
9. There are situations when you must consider a DPIA, for example:
 - When you are introducing a new surveillance camera system.
 - Before you process any special categories of personal data on a large scale.
 - If you are considering introducing new or additional technology that may affect individuals' rights and freedoms (e.g. facial recognition technology, automatic number plate recognition (ANPR), audio recording, body worn cameras, unmanned aerial vehicles (drones), megapixel or multi sensor very high-resolution cameras).
 - If your system involves any form of data matching.
 - When you are changing the location or field of view of a camera or other such change that may raise privacy concerns.
 - When you are reviewing your system to ensure that it is still justified. Both the SCC and the ICO recommend that you review your systems regularly, for example as part of annual procedures.
 - When you change the way you record images and handle, use or disclose information.
 - When you increase the geographical area captured by your surveillance camera system.
 - When you change or add an end user or recipient for the recorded information or information derived from it.

Remember that the ICO has identified **specific circumstances** when a DPIA is required.

Assessing risk

10. Likelihood of high risk means that the type of processing has a higher chance of harming individuals. This could be as a result of decisions taken using this data, or because of an individual's lack of control over how their information is used. 'Likely' does not mean that your project **will** harm individuals, however it does mean that you are required to assess your project before it starts, to ensure you reduce any risks you identify.
11. The GDPR identifies certain types of processing where the likelihood of high risk is engaged, for example stating specifically that a DPIA "shall in particular be required in the case of...systematic monitoring of publicly accessible places on a large scale" (Article 35).

⁴ Examples of high risk could be surveillance cameras, such as body worn video, that also record audio or CCTV fitted with automatic facial recognition capabilities. There is further information about when to carry out a DPIA on the ICO website.

12. To assess the level of risk, you must consider both the **likelihood** and the **severity** of any impact on individuals. High risk could result from either a high probability of some harm, or a lower possibility of serious harm. It is important to embed DPIAs into your organisational processes such as project planning and other management and review activities, and ensure the outcome can influence your plans prior to implementation.
13. A further benefit of carrying out a DPIA is that it will help to address statutory requirements under the Human Rights Act 1998 (HRA). Section 6(1) HRA provides that it is unlawful for a public authority to act in a way which is contrary to the rights guaranteed by the European Convention on Human Rights (ECHR). Therefore, in addition to the above, as a public body or any other body that performs public functions you must make sure that your system complies with HRA requirements.
14. When conducting a DPIA you should consider the nature, scope, context and purposes of the surveillance camera activities and their potential to interfere with the rights and freedoms of individuals, as set out in Human Rights law. For example:
 - the right to freedom of assembly;
 - freedom of thought, belief and religion;
 - freedom of expression;
 - freedom of association; and
 - the protection from discrimination in respect of those rights and freedoms.
15. Data controllers should consider how the processing is lawful and fair, in order to be compliant with the first principle of data protection law.
16. If your DPIA identifies a residual high risk that you cannot mitigate adequately, data protection law requires that you must **consult the ICO** before starting to process personal data. This should be when you are planning your surveillance camera system or making changes to it that will impact on individuals' rights and freedoms.
17. To support you in preparing your assessment the accompanying template includes:
 - **DPIA** to describe and assess your planned deployment of surveillance cameras;
 - **Appendix One** to record and evaluate your camera locations, equipment and software;
 - **Appendix Two** with suggested steps involved in carrying out a DPIA; and
 - **Appendix Three** a sample risk matrix.

Governance of DPIAs

18. You must carry out a DPIA prior to the processing in the first instance. If the deployment goes ahead, you should review the DPIA regularly to maintain relevance. You should be aware that failure to complete a DPIA prior to the deployment of a surveillance camera system could result in the ICO taking enforcement action.
19. As an organisation that operates a surveillance camera system you will also be the controller of the personal data captured by its cameras. Under DPA 2018 (Sections 69-71), a data controller is under a legal obligation to designate and resource a data protection officer and to seek their advice when carrying out a DPIA.
20. Consultation is an important part of the DPIA process. You should obtain the views of people who are likely to come under surveillance or their representatives. This can often be achieved by existing local consultation mechanisms such as local area committees or safer neighbourhood team meetings. You can consider other methods, such as face to face interviews, online surveys,

and addressing focus groups, crime and disorder partnerships and community forums. You should also consult internally, for example with your legal department, and staff who will be recorded. Your DPO may be able to offer advice on how to carry out consultation. The Surveillance Camera Commissioner's [Passport to Compliance](#) (paragraph 1.5.3) also includes detailed advice on consultation which will be of use.

21. Principle 2 of the Surveillance Camera Code of Practice also requires that you must carry out regular reviews to ensure your use of surveillance camera systems remains justified. You should factor a review of your DPIA into your ongoing risk assessment procedures to consider any significant changes to the risks of operating an existing system (for example extended access to footage to additional parties, or changing the location or capabilities of the system).

DPIA Template

22. The questions in the DPIA will enable you to determine:

- Are surveillance cameras the right solution to the problem you are trying to solve?
- What are the risks to data subjects raised by the deployment of surveillance cameras?
- Is the impact on individuals' rights and freedoms proportionate to the problem you are addressing?
- Can the risks be reduced to an acceptable level?

The tools at Appendix Two and Three may also assist you to do this.

Appendix One

23. When undertaking a DPIA, it is important to be able to identify where your cameras are located. It is good practice to maintain an asset register for all of your hardware (including cameras), software and firmware. This allows the system operator to record each site and system component of a surveillance camera system.
24. The template at Appendix One is designed to give you a clear and systematic format for recording camera locations, other hardware, software and firmware on your surveillance camera system, and demonstrate the mitigations of risk particular to specific camera locations and functionality.
25. This approach allows you to document a generic and methodical approach to any intrusion into privacy, catalogue your cameras by type and location, and identify specific privacy risks with particular cameras.
26. If any new site or installation sits outside of the pre-defined fields, or additional integrated surveillance technologies are added, then you can add new categories as required.

Appendix Two demonstrates suggested steps in the lifecycle of a DPIA.

Appendix Three shows an example of a risk assessment matrix.

UK POLICE REQUIREMENTS FOR DIGITAL CCTV SYSTEMS

This document offers guidance to potential users of digital CCTV systems, where the pictures are intended to be used by the police or are likely to be used in an investigation. For CCTV recordings to be effective in detecting and investigating crime they must be fit for purpose and easily accessible by police investigators. For digital CCTV there are four main areas that must be considered:

QUALITY - are the pictures good enough?

STORAGE - are the pictures stored appropriately?

EXPORT - can the pictures be easily exported from the system?

PLAYBACK - can the pictures be easily viewed by authorised third parties?

By ensuring that your digital CCTV system is capable of meeting a few simple requirements, the potential evidential value of the pictures can be greatly increased and the time taken by the police to access and process them greatly reduced. Supporting notes are provided on the reverse of this sheet to clarify the requirements.

QUALITY WHAT RESOLUTION? WHAT COMPRESSION? HOW MANY PICTURES PER SECOND?



1. Specify your requirement - decide what you want to see and where, and select a system that will do it.
2. View the recorded pictures or print out, not the live screen, to assess the system performance.
3. The system clock should be set correctly and maintained (taking account of GMT and BST).
4. Picture quality should not be reduced to fit the available storage capacity of the system.
5. Regular maintenance should be conducted on all aspects of the system.

STORAGE WHAT SHOULD I KEEP? HOW SHOULD I KEEP IT?



6. The system should be operated and recorded pictures retained in a secure environment.
7. Electronic access controls, such as passwords or encryption, should not prevent authorised access to the system or recordings.
8. The system should have sufficient storage capacity for 31 days good quality pictures.
9. The system should be capable of securing relevant pictures for review or export at a later date.

EXPORT HOW MUCH VIDEO SHOULD THE SYSTEM EXPORT AND IN WHAT FORMAT?



10. A system operator should be available who is able to replay and export recordings.
11. A simple system operator's manual should be available locally to assist with replay and export.
12. The operator should know the retention period of the system and export time for various amounts of data.
13. The system should be able to quickly export video and stills to a removable storage-medium, with time and date integral to the relevant picture.
14. Export should include any software needed to view or replay the pictures.
15. The system should have an export method proportionate to the storage capacity.
16. Pictures should be exported in the native file format at the same quality that they were stored on the system.

PLAYBACK CAN THE PICTURES BE EASILY VIEWED?



17. The playback software should:
 - have variable speed control including frame by frame, forward and reverse viewing;
 - display single and multiple cameras and maintain aspect ratio i.e. the same relative height and width;
 - display a single camera at full resolution;
 - permit the recording from each camera to be searched by time and date;
 - allow printing and/or saving (e.g. bitmap) of pictures with time and date.
18. The time and date associated with each picture should be legible.
19. Once exported to removable media it should be possible to replay the files immediately.

QUALITY - are the pictures good enough?

1. Before installing a CCTV system you should have a clear idea of what you want the system to do and how it should perform. This should include exactly what you want to see and where, e.g. recognise the face of someone walking through a doorway, read a vehicle registration number or record a particular type of activity, such as walking across a room, exchange of money or an assault. More detailed guidance on how to do this can be found in PSDB publication 17/94 CCTV Operational Requirements Manual. This is available free from the Home Office website. http://www.homeoffice.gov.uk/docs/or_manual.pdf

There are no definitive performance criteria for video to be legally admissible. It is for the court to decide whether the pictures are accepted, and this is done on the grounds of relevance to the case, reliability of the evidence, etc. The appropriate resolution, level of compression and number of pictures per second will be determined by what you wish to see in the recording. If you can't see it then it's not fit for purpose. It should not be expected that enhancement features, such as zoom controls, will provide extra detail.

A good way to ensure that the system is capable of achieving the requirement is to do a subjective test. Set-up a camera and get a volunteer to walk through the door or park a car in the place of interest and record the pictures. This should be done under the conditions that the system is intended to be used - performance of the system may be different when there are a number of cameras being recorded.

2. The quality of the recorded or printed pictures may differ from the live display.
3. Time and date information is often critical to an investigation. If it is incorrect this can drain police time and resources.
4. The quality of the pictures should not be compromised to allow more to be squeezed onto the system. There is some scope however for using a sliding scale of image quality based on time since recording. For example, high quality high frame rate video for the first 24 hours with gradually increasing compression or decreasing frame rate after this, but retaining useful images up to 31 days. This would be dependent on the nature of the installation and the type of recordings being made. Guidance should be sought from your local police force.
5. To ensure continued quality of recording it is essential that regular maintenance of all aspects of the system be conducted - especially camera focus, cleaning of lenses, housings, etc.

STORAGE - are the pictures stored appropriately?

6. Access to the system and recorded images should be controlled to prevent tampering or unauthorised viewing. A record should be kept of who has accessed the system and when. Further information on this can be found in the BSI document 'Code of Practice for Legal Admissibility of Information Stored Electronically' (BIP0008) or from your local Crime Prevention Officer.

7. Electronic protection methods that require proprietary software or hardware will hinder an investigation if they prevent the pictures from being provided to authorised third parties, e.g. police and CPS. Physical methods of access control, e.g. system in a locked room, are just as effective if documented appropriately.
8. It is important that recordings cover a sufficiently long period to assist in investigations. Retention beyond 31 days may be useful in some circumstances, but should not affect the quality of the more recent recordings.
9. It should be possible to protect specific pictures or sequences, identified as relevant to an investigation, to prevent overwriting before an investigator can view or extract them.

EXPORT - can the pictures be easily exported from the system?

10. and 11. It is unlikely that the investigator will be familiar with the operation of your system. To facilitate replay and export a trained operator and simple user guide should be available locally.
12. and 13. Export of medium and large volumes of data can take a substantial period of time. The operator should know the retention period of the system and approximate times to export short (e.g. 15 minutes), medium (e.g. 24 hours), and large (up to all of the system) amounts of data.
14. If the software needed to replay the pictures is not included at export, viewing by authorised third-parties can be hindered. Export of a system event log or audit trail, and any system settings with the pictures will assist with establishing the integrity of the pictures and system.
15. The amount of video that an investigator will need to export will be dependent on the nature of the investigation. For example a shop robbery may only require a few stills or a short sequence, however a more serious incident such as a murder or terrorist related enquiry may require anything up to all the video contained on the system to be exported. It is essential that the system is capable of doing this quickly and to an appropriate medium. An ideal solution for medium-to-large downloads, would be for the system to have the facility to export to a 'plug-and-play' hard drive. Export and recording should be possible at the same time without affecting the performance of the system.
16. The system should not apply any compression to the picture when it is exported from the system as this can reduce the usefulness of the content. Also, the picture should not undergo any format conversion that affects the content or picture quality.

PLAYBACK - can the pictures be easily viewed by authorised third parties?

17. and 18. The replay software must allow the investigator to search the pictures effectively and see all the information contained in the picture and associated with it.
19. It should be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.

The 'White Bridge Link' Project – The SPC Story so far

Briefing Note

At the last Full Council Meeting the following was discussed and agreed

Joint Parishes project to upgrade a pathway as per supporting paper.

Cllr I Alexander reported on a pathway scheme that the Steyning and District Partnership have been actively coordinating through working parties and collaboration with School, Landowners, Upper Beeding and Bramber Parish Councils. The scheme is for the upgrade of the existing path from Kings Barn Ln. in Steyning to Salting's way in U. Beeding, otherwise known as 'the White Bridge Link'. To move forward there is a need for a bespoke permit from the Environment Agency – the cost of which together with the cost of a planning application could be up to £900. The idea is for these costs to be shared by the Councils at this stage. Cllr I Alexander **proposed, seconded** by Cllr Sullivan that SPC support the 'White Bridge Link' project up to a maximum limit of £300.

Agreed 9 For, 1 Abstained.

Steyning & District Community Partnership, with support from landowners, propose upgrading the paths between Kings Barn Lane in Steyning and Saltings Way in Upper Beeding.



- The path will provide a sustainable, safe, walking and cycling route between Steyning, Upper Beeding and our local schools
- The upgrade to a consistent rolled stone surface, similar to the "Walks For All", will enable easier walking in all weathers in all seasons.
- Walkers will have priority but the gates will also be upgraded to enable people on bicycles, mobility scooters, and with pushchairs to use the path.

The Project Vision:

"Encourage and enhance sustainable, safe, active travel connecting the communities within the Adur Valley area of Bramber, Steyning and Upper Beeding. To advance community connectivity, encourage healthy lifestyles and help improve physical and mental health for all ages and abilities."



Visit the Steyning & District Community Partnership website at: <https://visitsteyning.co.uk/community-partnership/>



Steering Group minutes - Steyning, Bramber and Upper Beeding Wed 15th March 2023

Present: -

John Fullbrook – Steyning Clerk

Stephen Keogh – Upper Beeding Clerk

Cllr Simon Alexander – Steyning

Paul Conroy – Warden

Mike Pearce - Warden

Apologies: -

Cllr Goldsmith – Steyning

Paul Richards – Bramber Clerk

Cllr Jill Cannon – Upper Beeding

Cllr Diana Goodall - Bramber

1. Warden's report and matters arising

All present were happy with the report and no questions arising.

2. Parish Council priorities.

SA was happy that the PC priorities are being met and was pleased to see the ASB meeting that happened recently to discuss the High St. PC mentioned that their priorities flex to meet the demands within the parish. PC also discussed issues with parking. SA also asked about dog fouling issues and the Wardens ability to enforce.

3. Current HDC Priorities

CB mentioned the Cost-of-Living Crisis and the potential for a rise in theft and ASB as a result. This will be monitored.

4. Progress on individual and team objectives

PC is retiring on 31st May 2023 so will not be taking on any new initiatives but did mention the plan to resurrect the Dingemans social club that they used to run. MP will continue to increase their social media presence and space in yourmag.co.uk MP is also looking to run defib training for local via a known First Aid provider.

5. Shift patterns

All okay and the new Warden will work the same pattern as MP when they start, with a view to changing it if needs be.

6. AOB

JF discussed the EVA written for the High St ASB and I advised it could be shared with Cllrs. But the CT minutes could not as they were confidential.

SA – no

SK – asked who deals with untaxed and un MOTd vehicles. He was advised Op Crackdown for untaxed vehicles, or the DVLA direct. The Police would need to know about MOTs.

MP – no

PC – no

CB - no

Next meeting was set for 3.30pm Tuesday 13th June 2023 at the Steyning Centre.

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 7th FEBRUARY 2023 AT 7.30PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 6

Meeting Commenced : 7.30pm

MINUTES

C/22/49 APOLOGIES FOR ABSENCE

49.1 Apologies received from Cllrs Norcross and Hanson

ACTIONS

C/22/50 DECLARATIONS OF INTEREST AND DISPENSATIONS

50.1 Cllr Young declared an interest in agenda item 6.6, as a resident of Mouse Lane.

C/22/51 QUESTIONS FROM THE FLOOR (*summary of statements, questions and responses*)

51.1 *Q - Mr Comber – Had recently written to the Clerk and received a reply to a statement and associated questions regarding the chosen location for a memorial picnic bench on the Memorial Playing Field, and he requested the Councillors perspective in terms of his questions. The question was also being posed as a correspondence item – which the councillors had already received – under minute item 58.3*

51.1.2 *A - The Chair responded that if the question was not answered during the meeting, then it would be answered after the meeting via email.*

51.2.1 *Q – A lady made a statement in support of another resident who wanted to remain anonymous as they felt too threatened to come in themselves or to state their name, due to an antisocial behaviour problem. The letter from the anonymous resident was handed to the Clerk. The lady spoke in support of further CCTV installation on the High Street.*

51.2.2 *A – The Clerk asked whether the Police were informed and dealing with the matter – (this was confirmed)*

A – The Chair reiterated that for all incidents the Police and the Wardens need to be informed.

A – The Clerk confirmed there was a SPC working party on the 22nd of February to draw residents together with other parties such as the Wardens and PCSO's to further discuss the problem

51.3.1 *Q – A Lady – Talked about antisocial behavioural issues surrounding a bench on the MPF adjacent to her back garden, and stated that although the council had reduced the frequency of the issue via Wardens and PCSO involvement from when it was a bad problem two years ago, she was preparing for the worse this year, and would the council therefore again reconsider the movement of the bench.*

51.3.2 *A–The Chair responded that this item had been discussed and it had been agreed to not relocate the bench, rather to continue to monitor the situation. He also expressed some anxiety regarding the number of calls for the removal or relocation of benches or other facilities which might be focal points for the gathering of youths because where does it end, in other words, will it be that all provision of facilities is removed to avoid gatherings because even if that was done it would not stop gatherings, it would simply stop the Council providing facilities for its residents. Rather the Council has been advised to deal with the problem itself if possible and that is why it is actively seeking support from the police and is why it is so important for residents to log issues with them. Cllr Goldsmith added that the Wardens could make further patrols in this area to again alleviate the issue. Cllr Campbell also stated that a Community Trigger Process had been instigated by a resident. This will make the investigation a statutory responsibility of HDC*

C/22/52 MINUTES OF PREVIOUS MEETINGS

- 52.1 To agree December 6th Draft Community Minutes.** Cllr I Alexander **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 6th December 2022. **Agreed**

C/22/53 MATTERS ARISING AND ACTIONS

These items were to be taken as read.

- 53.1** Agreed Location of memorial bench installation to be discussed with requester - **Actioned**
- 53.2** Clerk to discuss a proposal to add a hedge line on west side of MPF with Roger and bring back to committee - **Actioned /See item 54.2**
- 53.3** Hedgerow works adjacent Bowls club to be completed - **Actioned**
- 53.4** Ongoing actions required on play area maintenance schedule - **Actioned/see item 54.4**
- 53.5** Clerk to view and agree Cricket Astro turf Contractor RAMS when available – **Actioned**
- 53.6** Clerk to engage contractor to complete tree works at the Steyning Centre in liaison & support from neighbour – **Actioned**
- 53.7** Take draft Community Budget agreement to F&GP Committee - **Actioned**
- 53.8** Progress grant applications and bring back update for Committee - **Actioned/item 54.8**
- 53.9** Convene Mouse Lane working party to further understand the issues with drainage - **Actioned**

C/22/54 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 54.1 Allotments – To discuss and agree the annual ‘Clear up’ arrangements for this year.** The Clerk briefed as to preparations for the proposed Allotments annual clearance. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC hold a Bonfire at both the allotment sites as part of the annual clear up on the 22nd of April weather permitting and that the Clerk will provide a safety checklist for the Allotment Association. **Agreed** **CLERK**
- Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk be allowed to spend up to £2,100 for Skip hire to facilitate the allotment annual clearance for the two sites. **Agreed** **CLERK**
- 54.2 MPF Hedgerow – Draft plans for future enhancement of the MPF / Allotment Hedgerow.** The Clerk updated committee as to progress and that plans would be further compiled and brought back to committee when Roger Brown was more available to work with him. **CLERK / R. Brown**
- 54.3 Installation of Hanging Troughs at the High St. Bus Shelter.** The Clerk briefed as per S. papers and showed members a hanging trough for scale. Cllr I Alexander **proposed, seconded** by Cllr Young that SPC approve installation of the two troughs on the Bus Shelter. **Agreed** **CLERK**
- 54.4 Children’s Play Area and Adult Exercise Maintenance Schedule.** The Clerk updated on works following the annual play area safety check inspection from Wicksteed on the 19th of October. The Clerk said he would be seeking quotes for fencing at Normans Way and would be only installing a temporary sign for now at this site. The Clerk also reported on the annual inspection report of the Outdoor Exercise area. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the annual inspection report be accepted. **Agreed.** **CLERK**
- Cllr Campbell made a statement and offered a motion. Cllr Lloyd **proposed, seconded** by Cllr I Alexander that the motion proposed by Cllr Campbell be deferred to the next meeting to give every member the opportunity to address it and for the Clerk to find the necessary information. **Agreed** **Cllr Campbell / CLERK**

54.5	Winter Maintenance Program. The Clerk reported that there had been a heavy use of grit this winter thus far, and that there had been a need for more regular topping up of the bins to the point where the extensive SPC reserves had been exhausted. Indeed, there had been a need to collect further supplies from West Sussex direct. There were also two requests to be dealt with under proposals as per supporting papers. Cllr I Alexander proposed, seconded by Cllr S Alexander that an additional grit bin be purchased and installed at Fairfield. Agreed There was a discussion about the possible acquisition of a grit spreader and that a meeting be convened in September, and that before this there be a call for additional winter programme volunteers.	D CLERK D CLERK
54.6	Mouse Lane Flooding issues. There had been a working party convened with attendance from residents, councillors and members of the Wiston Estate. There were notes from the meeting via supporting papers and Cllr S Alexander spoke in support of a well-attended and productive first working party. The Wiston Estate officers were subsequently going to consider land works and provide the Clerk with some quotes. When these are available, a second working party will be convened to further discuss the possible resultant scheme. Gullies to be maintained by WSCC	CLERK D CLERK
54.7	Wilder Horsham Workshop Day. The Clerk had reserved two tickets for delegates to attend. Cllr I Alexander proposed, seconded by Cllr Young that Cllr Bell and Roger Brown be confirmed as the two SPC delegate representatives for the Wilder Horsham Workshop. Agreed	CLERK
54.8	Progress report on outstanding SPC Grant Applications to assist with Communities Projects. The Clerk reported that the office were still awaiting a response from the Wilson Memorial Trust concerning the MPF Play Area funding application, and the Chandlers Way funding application to the Nature Recovery Award Team should be considered and an answer given by early March.	CLERK
54.9	Chargepoint Network Webinar. The Clerk had reserved two tickets for delegates to attend. Cllr I Alexander proposed, seconded by Cllr Lloyd that Cllr S Alexander be confirmed as the SPC delegate representative for the Chargepoint Network Webinar session. Agreed	CLERK
54.10	Notification for information regarding a fence line renewal on the MPF. The Clerk informed as to the renewal of fence panels adjacent the MPF Orchard for members information	CLERK
54.11	To agree a promotional publication concerning the Abbey Road Village Green Rewilding scheme The Clerk had compiled a promotional article for proposed inclusion within the 'Your Steyning' Publication. Cllr I Alexander proposed, seconded by Cllr S Alexander that the amended version as discussed, of the promotional article, is published in the next 'Your Steyning' magazine. Agreed	CLERK
C/22/55 HIGHWAYS AND PUBLIC RIGHTS OF WAY		
55.1	Notification regarding the proposed HDC Newman's Garden Car Park renewal plan. The Clerk briefed as per supporting papers regarding the proposed plan. Cllr I Alexander proposed, seconded by Cllr S. Alexander that the Council agrees to support the proposed plan from HDC as per supporting papers. Agreed. The Clerk was also asked to liaise with Cllr Lloyd to find out from HDC, how car charging point installation at the Fletchers Croft Car Park was advancing.	CLERK CLERK / Cllr Lloyd
55.2	Current Highways issues. The Clerk reported a meeting with Cllr Linehan and a WSCC Highways officer, which was a discussion regarding issues on Church Street, Jarvis Road, Horsham Road and Shooting Fields. This will be reported back by Cllr Linehan. The Clerk had also enquired about possible replanting of the verges along the Bypass after the Ash Dieback felling had decimated the street scene – and it seemed that a joint scheme with WSCC might be possible.	CLERK

55.3 **Definitive Map Modification Order applications.** The Clerk updated on three DMMO's as per supporting papers. There was an issue regarding the need for clarification on two items that the Clerk and Cllr Young will investigate and then inform members appropriately. **D. CLERK**
Cllr Young

C/22/56 FINANCE AND GOVERNANCE

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

C/22/57 PROGRESS REPORT – All the following items were described as ongoing

57.1 School Car Park adjacent the Library - possible use for the community **Cllr Hanson**

57.2 Steyning 20mph Highway's scheme working party date to be determined. Cllr S Alexander **CLERK**
updated that Speed Loops have been installed.

57.3 Clerk to complete a new SPC Memorial Tree policy based upon working party recommendations **CLERK**

57.4 Cllr Lloyd to work on a proposal to cover future signage requirements for the town. Members discussed the fact that this ongoing matter ought to be more specifically focused on entrance signs for the MPF and that a working party from this committee be set up to consider this item. **CLERK / Cllrs**

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

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

57.7 Install picnic bench on the MPF as per agreement and following payment from the requester **CLERK**

C/22/58 INFORMATION / CORRESPONDENCE ITEMS (as per supporting papers)

58.1 Letter from resident - Mr Comber had raised questions; These included whether the Wardens were contacted about the positioning of the bench. And location of the bench needing to be in full view

58.2 Letter from resident – Regarding Dog fouling and signage on the MPF. Members considered if there were any appropriate actions which could be discussed including appointing Dog Wardens The Clerk to bring this back to a future meeting. **CLERK**

58.3 Southern Water – Information for Key Stakeholders

58.4 Queens Green Canopy - Virtual Plaque to save and share

C/22/59 DATE OF NEXT MEETING – 7th March 2023 at 7.30 pm.
Meeting ended at 9.55 pm

Signed: Date: 7th March 2023
Chair

A recording of this meeting can be found using this link: <https://youtu.be/ifzw0ebyxYk>

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 7th MARCH 2023 AT 7.30PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 3

Meeting Commenced : 7.30pm

MINUTES

C/22/60 APOLOGIES FOR ABSENCE

ACTIONS

- 60.1** Apologies received from Cllr Lloyd who due to a District Council commitment was going to be approx. 30 minutes late.

C/22/61 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 61.1** Cllr I Alexander asked for dispensation from the Chair to speak for 3 minutes on Agenda item 6.3. This was duly accepted.

C/22/62 QUESTIONS FROM THE FLOOR

- 62.1** None

C/22/63 MINUTES OF PREVIOUS MEETINGS

- 63.1** To agree February 7th '23 Draft Community Minutes. Cllr S Alexander **proposed, seconded** by Cllr I. Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 7th February 2023. **Agreed**

C/22/64 MATTERS ARISING AND ACTIONS

These items were to be taken as read.

- 64.1** Clerk to - **Actioned**
- 64.2** Clerk to complete Bonfire safety checklist for the Allotment Association - **Actioned**
- 64.3** Clerk's office to schedule in and notify in preparation of Skip hires at the Allotments - **Actioned**
- 64.4** Steypning in Bloom informed of trough installation at Bus Shelter & complete installation - **Actioned**
- 64.5** Continued works to play area after maintenance inspection – **Actioned / See item 65.4**
- 64.6** Deferred item regarding motion on play area maintenance brought back to committee – **See item 65.4**
- 64.7** Dog Fouling on the MPF item to be brought back to a future meeting – **See item 65.7**
- 64.8** Mouse Lane gulley maintenance chased with WSCC – **Actioned**

- 64.9 Wilder Horsham representation report taken to Full Council – **Actioned**
- 64.10 Clerk to report back on Grant application results – **Actioned / See item 65.8**
- 64.11 Chargepoint webinar session report brought back to next meeting – **Actioned / See item 65.6**
- 64.12 Abbey Road Rewilding publication to go in Your Steyning – **Actioned**
- 64.13 Councils support for the HDC Newman’s Garden Car Park renewal passed on to HDC – **Actioned**
- 64.14 Cllr Lloyd to ascertain info’ on charge point installation plans at Fletchers Croft - **See item 65.6**

C/22/65 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 65.1 **To agree proposed actions from Bus Shelter working party and make recommendations to Premises Committee.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that this committee sends the items noted from the Bus Shelter working party, back to the premises committee with the recommendation that they take up (move forward with) the items that are highlighted within supporting papers 6.1. **Agreed 5 For, 3 Abstained.** **CLERK**

- 65.2 **To agree the movement of the SPC Notice board on the High Street.** There were four options presented as per suggestions raised at the Bus Shelter working parties. Members discussed these further and suggested and discussed two more. Cllr Campbell **proposed, seconded** by Cllr I Alexander that because a position (on poles adjacent to the wall of the former bank and in between the electric box and the electronic information device) is aesthetically better, it {the SPC Notice Board} goes there, unless there is a problem with the cables underneath, in which case it goes in the second position, that is, turned through 90 degrees and adjacent the brick wall, so that it is next to the electrical box. **Agreed** **CLERK**

- 65.3 **Risk Assessment Awareness in relation to Children’s play areas.** {Cllr Lloyd arrived during this item} The Clerk gave an illustrated presentation on the importance of risk assessments to the Council and especially in relation to children’s play areas. It was an interactive discussion with most councillors taking part and contributing usefully.

- 65.4 **Children’s Play Area and Adult Exercise Maintenance Schedule.** Cllr Campbell made a statement and offered a motion. Four issues were raised including routine safety inspections, planned preventative maintenance, annual risk inspections and carrying out maintenance in a given timeframe. Cllr Campbell **proposed, seconded** by Cllr Sullivan that the clerk urgently to make his recommendations to an all-committee working party for it in turn to make recommendations to this committee regarding firstly the frequency and nature of inspections to be carried out on play and gym areas and equipment, secondly a protocol for actions by the office re different categories of risk identified on inspections and thirdly the nature and frequency of planned preventative maintenance to be carried out on gym and play equipment by reference to the manufacturers specifications. **Not Agreed, 3 For, 5 Against, 1 Abstained**
The Clerk pointed out the internal auditor was content with the current schedule of maintenance and risk assessments.

- 65.5 **Wilder Horsham Workshop in Ashington on the 9th of February.** The Clerk presented and commended the report compiled by the two SPC representatives in attendance on the day and urged members to follow the links on the notes as there was so much relevant and important information that needed to be further considered by this committee.

- 65.6 **Chargepoint Network webinar session.** Cllr S Alexander could not login successfully to this webinar session due to a technical fault, so the clerk had distributed the subsequent PowerPoint presentation to members instead. Clerk to ask for hyperlink to the requesting location site. **CLERK**

65.7	To discuss dog fouling on the MPF. Cllr Goldsmith proposed, seconded by Cllr Campbell that this matter be deferred until the next meeting and in the meantime the clerk's office gets a quote from our {street cleaning} contractor for him to go round the field once every 24 hour period (including weekends) clearing up dog (faeces). Agreed 4 For, 3 against, 2 Abstained.	CLERK D CLERK
65.8.1	SPC Grant Applications. The Clerk updated upon the two current grant applications stating that the first which was to help fund the MPF play area development had been unsuccessful, but he felt there was still a way forward to reapply, and that it would certainly be worth the effort to do so. This time, framing the application by talking about how the grant would be enhancing the proposed development, and thereby ask for a lesser amount, rather than they fund the majority of it. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC instructs the Clerk to reapply to the Wilson Memorial Trust for a grant towards the MPF Play Area and apply for a smaller amount of money than previously applied for. Agreed	CLERK
65.8.2	The Clerk updated that regarding the second application for up to £5,000 for the Chandlers' Way proposed rewilding project – that SPC should be informed either way by HDC in the next two weeks.	CLERK
C/22/66 FINANCE AND GOVERNANCE		
66.1	To accept the I & E Reports. Cllr Norcross proposed, seconded by Cllr S. Alexander that the Community Income and Expenditure reports for January '23 be accepted as a true and fair record. Agreed	
C/22/67 PROGRESS REPORT – All the following items were described as ongoing		
67.1	School Car Park adjacent the Library - possible use for the community – Cllr Hanson reported that subsequent to meetings with the school and the foundation representatives including a discussion with the headmaster, the following statement had been agreed – <i>The Car Park adjacent the Steyning grammar school boarding house is owned by the Steyning Grammar school foundation and exclusive rights to the use of the car park subject to a small number of parking places for library and museum use has been reserved for school use. Following the move of the middle school to the 'Towers' leading to less demand for parking by school staff, the foundation and the school are content to permit an informal arrangement for short term parking to be available to members of the community at weekends and during school holidays subject to parking requirements for any extra school events.</i> - This concluded the matter	
67.2	Steyning 20mph Highway's scheme working party date to be determined.	CLERK
67.3	Clerk to complete a new SPC Memorial Tree policy based upon working party recommendations	CLERK
67.4	Clerk and R. Brown to complete draft hedgerow plan for MPF/ Allotment border in spring '23	Clerk / R Brown
67.5	Lost Woods project – Representatives from various groups to be assembled to kick start project	Cllr Rep
67.6	D Clerk to convene a meeting in September '23 to discuss Winter Maintenance programme with volunteers and to discuss acquiring grit spreaders and a possible what's app group to coordinate operations.	D Clerk
67.7	Bring back proposal for Recycling bin installation in April 2023	CLERK / Cllr Lloyd
67.8	Install picnic bench on the MPF as per agreement and following payment from the requester	CLERK
67.9	<i>Cllr Young & D Clerk to confirm latest DMMO situation and update to Cllrs by email.</i> Cllr Young updated that the Rifle range DMMO is now number 18 on the waiting list. There is a decision pending on the other two outstanding DMMO's. This will be brought back to a future meeting.	Cllr Young

- | | | |
|--------------|---|--------------|
| 67.10 | Cllr Linehan highways meeting with HDC officer – update to be brought to SPC Full Council | CLERK |
| 67.11 | Mouse Lane working party to be reconvened when quotes are available | CLERK |
| 67.12 | Community Working party to convene to discuss MPF signage – this suggested to be put forward to the new council | CLERK |
| 67.13 | Grit Bin to be purchased and installed at Fairfield's | CLERK |

C/22/68 INFORMATION / CORRESPONDENCE ITEMS

- | | | |
|-------------|--|--------------|
| 68.1 | The clerk had received correspondence and comments from concerned residents regarding the recent cricket astro pitch installation on the MPF, which he had dealt with by directing them to the appropriate planning portal on the HDC web site as well as informing them as to the fact that the cricket club had followed correct procedure in gaining permissions from both SPC and HDC. | CLERK |
| 68.2 | Under information the clerk updated that the Bench installations at the entrance to the MPF were proceeding well with the SPC Jubilee bench being completed within the next few days and that the Steyning Society bench would be discussed further at F&GP Committee | CLERK |
| 68.3 | Litter Bin Renewal /Repainting in the High Street – Clerk to ask HDC for an update | CLERK |

C/22/69 DATE OF NEXT MEETING – 4th April 2023 at 7.30 pm.
Meeting ended at 9.10 pm

Signed: Date: 4th April 2023
 Chair

A recording of this meeting can be found using this link: https://youtu.be/i9_UbCs7owl

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th APRIL 2023 AT 7.30PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/22/70 APOLOGIES FOR ABSENCE

70.1 No Apologies received.

ACTIONS

C/22/71 DECLARATIONS OF INTEREST AND DISPENSATIONS

71.1 None

C/22/72 QUESTIONS FROM THE FLOOR

72.1 None

C/22/73 MINUTES OF PREVIOUS MEETINGS

73.1 **To agree 7th March draft minutes.** Cllr Campbell stated that under 65.2, the clerk was wrong to offer up the internal auditor as reassurance regarding SPC's level of play area inspections and maintenance scheduling. The Chairman asked that he provide evidence to back this statement. He said he would do so. 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 7th of March 2023. **Agreed**

Cllr
Campbell

C/22/74 MATTERS ARISING AND ACTIONS

These items were to be taken as read.

- 74.1 Bus Shelter working party outstanding items taken back to Premises - **Actioned**
- 74.2 Clerk to obtain budget for movement of SPC Notice board adjacent High St. Car Park - **Actioned**
- 74.3 Clerk to publish hyperlink to ChargePoint network location site & promote via web site - **Actioned**
- 74.4 To return dog fouling item to next meeting? And quote for daily MPF Clearance - **See item 76.2**
- 74.5 Chandlers' way pocket park grant application update – **See item 76.3**
- 74.6 Cllr Linehan highways meeting to be discussed at Full Council – **See next Full Council Agenda**
- 74.7 Cllr Young, D Clerk to confirm latest DMMO situation and update to Cllrs by email - **See item 75.1**
- 74.8 Comments regarding Cricket pitch development permissions taken to Cricket Club – **Actioned**
- 74.9 Steyning Society bench proposed installation taken to F&GP - **Actioned**

C/22/75 HIGHWAYS

- 75.1** To agree that the 'Statement of Grounds for Confirmation and Comments on Objections' be signed and sent to WSCC regarding the definitive map modification order for - ref ROW/3291861
Cllr Young reported on recommendations from the working party and presented the draft statement of objections as per supporting papers, and members discussed. It was noted that Cllr Campbell had sent his own statement to WSCC as he did not agree with the working party. Cllr Norcross **proposed, seconded** by Cllr S Alexander that subject to the removal of paragraph 2.1 (and subsequent renumbering of paragraphs), and the addition of amended appendix, that SPC approves the 'Statement of Grounds for Confirmation and Comments on Objections', which will be signed and sent to the planning inspectorate. **Agreed 6 For, 1 Against, 2 Abstentions**
Members passed on their thanks to Gill Muncey for her hard work ensuring this statement and appendices were collated, compiled and presented. **CLERK**
- 75.2.1** To agree whether to support a Traffic Regulation Order application for works adjacent the exit from Wykham close onto Steyning High Street. The Clerk explained a group of local residents were concerned about a safety issue that exists whilst exiting Wykeham close onto the High Street in a car. More often than not there is a car parked adjacent the exit on the hatching which obstructs the view of the driver. West Sussex Highways officers had informed him that *'The only way to stop parking here is by Double Yellow Lines; the existing hatching are only advisory'*. Cllr Campbell suggested a different option, whereby anyone parking on the hatching is told it is a traffic violation, as he believes it is an offence, and that this is enforced by those who are able to do so. Cllr Campbell **proposed an amendment** to a proposal from Cllr Norcross, **seconded** by Cllr Sullivan that subject to this TRO not impacting any subsequent applications by SPC, that SPC would support the TRO application at Wykham Close, and in addition ask the clerk to contact the police for support and requesting the police take enforcement action under section 22 of the Road Traffic Act 1988. **Not Agreed 3 For, 5 Against, 1 Abstained**
- 75.2.2** Cllr Norcross **proposed, seconded** by S Alexander that subject to this TRO not impacting any subsequent applications by SPC, that SPC would support the TRO application at Wykham Close. **Agreed 7 For, 1 Against, 1 abstained** **CLERK**
- 75.3** Notification regards the post-16 transport policy 2023 statement survey. The Clerk confirmed this item was on the agenda as it helped publicise the survey (also via SPC Web Site) to college aged pupils and parents alike. **CLERK**

C/22/76 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 76.1.1** Abbey Road Volunteers Report from Roger Brown. Cllr S Alexander reinforced the comments from the report as he is an active volunteer at Abbey Road. Cllr Campbell **proposed, seconded** by Cllr Hanson that the clerk be authorised to pay up to £250 for the hire of a digger {to complete works on the pond}. **Agreed** **CLERK**
- 76.1.2** Cllr Campbell **proposed, seconded** by Cllr S Alexander that Roger receives a vote of thanks for all his hard work. **Agreed** **CLERK**
- 76.2** To discuss dog fouling on the MPF. {Cllr Young had to give apologies and leave at this point in the meeting}. Cllr Hanson **proposed an amendment** to a proposal from Cllr Goldsmith, **seconded** by Cllr Goldsmith that there is a dog mess removal service started on the MPF with a once a week service (1 Hr @£25) during summer, and twice (2 x 1Hr) a week during winter (Starting Sept' 23), and that it is for a trial period of a year. **Agreed 6 For, 2 Abstained.** **CLERK**
- 76.3** Chandlers Way Pocket Park. Cllr Norcross **proposed, seconded** by Cllr Hanson that the proposed community engagement meeting to discuss the Chandlers Way Pocket Park project is deferred until the new council is in place after May. **Agreed 7 For, 1 Against** **CLERK**

- 76.4.1 Small Doles Landfill Site proposal.** The Clerk and Cllr Hanson attended a virtual meeting representing the Council, and reported the following - A company has submitted a request to West Sussex County Council seeking pre-application advice with regards to the reprofiling of the restored former Hales Landfill Site, to the southwest of Small Dole. This is a piece of land which is adjacent to the River Adur and subsequently adjacent to Steyning Parishes eastern boundary. The company's stated aim is to improve surface water management across the site with the formation of an attenuation layer over the former landfill. This will require the importation of 500,000 cubic meters of inert (building site) material over a period of 5 to 8 years. Reinstatement and restoration of the site will be to open meadow grassland.
- 76.4.2** Both Clerk and Cllr Hanson believed the company were somewhat underprepared. One resident of Small Dole rather pulled apart their scheme and called it for what it was - Not really a water management improvement scheme which would assist the ecological sustainability of the environment, – more a scheme which would allow for low grade inert building site material to be dumped there for the next 5 to 8 years. Notably with 160 HGV lorries each week involved.
- 76.5 To agree if there are any comments regarding the proposed replacement of floodlights at the Steyning Tennis Club for energy efficient LED lights.** Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC are happy for the Steyning Tennis Club to apply for planning permission to replace their existing floodlights with LED lighting. **Agreed** **CLERK**
- C/22/77 FINANCE AND GOVERNANCE**
- 77.1 To accept the I & E Reports.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Community Income and Expenditure reports for February '23 be accepted as a true and fair record. **Agreed**
- C/22/78 COMMUNITY ITEMS**
- 78.1 Request for the use of the Bus Shelter and its electric for King's Coronation event.** **CLERK**
Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that SPC agree to the request from the Steyning and District Partnership for the Kings Coronation event. **Agreed 7 For, 1 Abstained**
- C/22/79 PROGRESS REPORT – All the following items were described as ongoing**
- 79.1** Steyning 20mph Highway's scheme working party date to be determined. **CLERK**
- 79.2** Clerk to complete a new SPC Memorial Tree policy based upon working party recommendations **CLERK**
- 79.3** Clerk and R. Brown to complete draft hedgerow plan for MPF/ Allotment border in spring '23 **Clerk / R Brown**
- 79.4** Lost Woods project – Representatives from various groups to be assembled to kick start project **Cllr Rep**
- 79.5** D Clerk to convene a meeting in September '23 to discuss Winter Maintenance programme with volunteers and to discuss acquiring grit spreaders and a possible what's app group to coordinate operations. **D Clerk**
- 79.6** Bring back proposal for Recycling bin installation after April 2023 **CLERK**
- 79.7** Install picnic bench on the MPF as per agreement and following payment from the requester **CLERK**
- 79.8** Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park **CLERK**
- 79.9** Mouse Lane working party to be reconvened when quotes are available **CLERK**
- 79.10** Community Working party to convene to discuss MPF signage – this suggested to be put forward to the new council **CLERK**

- 79.11** Grit Bin to be purchased and installed at Fairfield's – The clerk reported that the office were awaiting permissions from Saxon Weald to install the bin **CLERK**
- 79.12** Clerk to reapply to WMT for grant for assistance with MPF play area **CLERK**
- 79.13** Litter bin renewal / repainting Clerk to ask HDC for updates – The clerk explained HDC have said they do not have the resources now to complete the repainting of the bins. The Clerk to continue to explore options. **CLERK**

C/22/80 INFORMATION / CORRESPONDENCE ITEMS

- 80.1** **Antisocial behaviour problem on the MPF.** The clerk had relayed with supporting photos that a car had got onto the MPF via the Mill Road entrance (with secure lock having been removed at some point) and had created ruts on the Western side – fortunately the ground disturbance was fairly superficial and the lock plus chain have been replaced with a more robust option.

C/22/81 **DATE OF NEXT MEETING – 6th June 2023 at 7.30 pm.**
Meeting ended at 8.50 pm

Signed: Date: 6th June 2023
Chair

A recording of this meeting can be found using this link: <https://youtu.be/nmdlA6snjFY>

EXTRAORDINARY MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th FEBRUARY 2023 AT 6.30PM

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

Clerk: John Fullbrook and Hazel Roxby

Members of the Public in attendance: 2

Meeting commenced: 6:30 pm

MINUTES

ACTIONS

F&GP/22/52 APOLOGIES FOR ABSENCE

52.1 Apologies were received from Cllrs Northam and Parsons.

F&GP/22/53 DECLARATIONS OF INTEREST AND DISPENSATIONS

53.1 None

F&GP/22/54 QUESTIONS FROM THE FLOOR

54.1 None

F&GP/22/55 MINUTES OF PREVIOUS MEETING

55.1 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 10th of January 2023 be agreed as a true and fair record. **Agreed 4 For, 2 Against.**

F&GP/22/56 PRE-ELECTION PUBLICITY

56.1 Cllr S Alexander reported on the draft document that the Clerk and Cllrs Trundle and S Alexander had been working on. There were additional amendments tabled and discussed. Cllr Lloyd **proposed, seconded** by Cllr S Alexander to agree to the proposed publicity draft document {as per supporting papers} subject to the changes as per discussed. **Agreed**

CLERK

F&GP/22/57 INFORMATION/CORRESPONDENCE ITEMS

57.1 None

F&GP/22/58 CONFIDENTIAL SESSION

58.1 Cllr Lloyd **proposed, seconded** by Cllr Norcross to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 8 would be prejudicial to the public interest by reason of the nature of the business to be transacted. **Agreed**

F&GP/22/59 SPC CONTRACT AGREEMENTS

59.1 **Street cleaning / Bin emptying contract** -To agree the contractor for SPC's Street Cleaning & Bin emptying for the period April 2023 to March 2026, as per recommendations from the working party.

The preferred tender was discussed and though the cost would be significantly more than had been budgeted for by SPC for 2023/24, members agreed that it was still a better choice than to consider a cheaper, but less frequent and thereby lower standard of service which might be obtained via reverting to HDC operators. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC accept the recommendation from the working party to appoint 'Jack Lee' for the

CLERK

next three-year period {April 2023 to March 2024} to undertake the SPC Street Cleaner and Bin emptying contract. **Agreed**

59.2 The Clerk and Cllr Lloyd were asked if they could ask HDC if they might be able to pay more of a 'Cleansing Grant' as costs had increased so dramatically **CLERK / Cllr Lloyd**

F&GP/22/60 **Grass Cutting Contract** -To agree the contractor for SPC's Grass cutting for the period April 2023 to March 2026, as per recommendations from the working party. **CLERK**
60.1 Seven tenders had been submitted and were considered. The final two were very close contenders, but a lower price and a history of very good working relationship influenced the members final decision. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that SPC accept the recommendation from the working party and appoint 'IDVerde' for the next three-year period {April 2023 to March 2026} to undertake the SPC Grass cutting contract. **Agreed.**

60.2 The Clerk was also asked to confirm a price for picking up 'arisings' as a 'one-off' should the need arise and present this back to committee. **D CLERK**

F&GP/22/61 **DATE OF NEXT MEETING – 14th March 2023 @7.30pm.**

The Chair closed the meeting at 7.06pm

Signed Date 14th March 2023
Chair

Here is the link to the video recording of this meeting:- <https://youtu.be/J0ALYrUnJ6s>



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th MARCH 2023 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 3

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/22/62 APOLOGIES FOR ABSENCE

62.1 Apologies were received from Cllrs Northam, Trundle and Parsons. Cllr Campbell was absent.

F&GP/22/63 DECLARATIONS OF INTEREST AND DISPENSATIONS

63.1 Cllr Lloyd declared an interest under agenda item 6.5 as he is a member of the Steyping and District Partnership

F&GP/22/64 QUESTIONS FROM THE FLOOR

64.1 None

F&GP/22/65 MINUTES OF PREVIOUS MEETING

65.1 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 10th January 2023 be agreed as a true and fair record. **Agreed**

65.2 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 13th February 2023 be agreed as a true and fair record. **Agreed**

F&GP/22/66 MATTERS ARISING AND ACTIONS – These items taken as read

66.1 Steyping for Trees grant request processed - **Actioned**

66.2 Increase in Precept recommendation taken to Full Council – **Actioned**

66.3 Joint Parishes Youth Committee Contract brought back to committee for agreement- **Actioned**

66.4 Asset Register amended due to new understanding of ownership of the Clock Tower- **Actioned**

66.5 Tender documentation correspondence to be completed and received – **Actioned**

66.6 Tenders to be opened on the 31st January and recommendations agreed on the 13th February – **Actioned**

66.7 Newman's Garden Car Park redevelopment taken to Community Committee for support – **Actioned**

66.8 Pre-election promotional leaflet to be discussed further when completed – **Actioned**

66.9 Clerk to process Vintage Years grant and bring back to F&GP for retrospective agreement – **See item 67.3**

66.10 Rock Common Quarry consultation to be discussed at Full Council under correspondence – **Actioned**

66.11	Agreed publicity leaflet to be published and distributed with next 'Your Steyning' - Actioned	
66.12	Preferred Street Cleaning Contract Tender to be informed and paperwork completed- Actioned	
66.13	Preferred Grass Cutting Contract Tender to be informed and paperwork completed - Actioned	
66.14	One off pick up of MPF grass cutting arisings cost to be forwarded to committee – Actioned	
66.15	Cllr Lloyd proposed, seconded by Cllr S Alexander that committee takes the matters arising as read. Agreed	
F&GP/22/67 FINANCIAL MATTERS		
67.1.1	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr S Alexander that the list of payments for January 2023 be approved as a correct record. Agreed	
67.1.2	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr Norcross that the list of payments for February 2023 be approved as a correct record. Agreed	
67.2.1	I & E Reports. Cllr Lloyd proposed, seconded by Cllr Norcross to agree the F&GP Income and Expenditure reports for January 2023 as a correct record. Agreed. 4 for, 1 abstained	
67.2.2	I & E Reports. Cllr Lloyd proposed, seconded by Cllr Norcross to agree the F&GP Income and Expenditure reports for February 2023 as a correct record. Agreed. 4 for, 1 abstained	
67.3	To agree a request for grant funding from the 'Vintage Years Group' – Annual funding agreement. Cllr Lloyd proposed, seconded by Cllr S Alexander to agree to pay the Vintage Years Group a sum of £1,500 as per their grant request. Agreed	CLERK
67.4	To agree as per recommendation from the Premises committee to pay a £2,000 grant to the 'Love to Move' group, assuming the joint funding application to Sport England through British Gymnastics is successful. Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC agree the recommendation from the Premises committee that SPC pay the £2,000 grant to the 'Love to Move' group. Agreed	D CLERK
67.5	To consider a number of grant requests as per supporting papers, and in relation to the remaining budget for this fiscal year and agree who is to receive payment before end of March 2023, who to defer financial support for the new fiscal year, and which if any, request(s) not to agree.	
67.5.1	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #1} for the Steyning Community Orchard for the sum of £157. Agreed	CLERK
67.5.2	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #2} for the Steyning Society for the sum of £700. Agreed	CLERK
67.5.3	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #3} for the Steyning and District Partnership for the Steyning vintage revival and for the sum of £250. Agreed	CLERK
67.5.4	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #4} for the Ukrainian Refuge for the sum of £200 for this year and that the remainder of the request comes back to the F&GP Committee in May (June) so that the new council can deal with the item in the new financial year. Agreed	CLERK
67.6	To receive notification of End of Month SPC finances position for February 2023. As per supporting papers, the clerk detailed a likely 2% approx. overspend for this financial year.	CLERK
67.7	To agree to continue to pay invoices and receive payments via the Bankers Automated Clearing System. Cllr Lloyd proposed, seconded by Cllr Bell that SPC continues to pay invoices and receive payments via BACS. Agreed	CLERK

- 67.8 Members received notification that the HDC grant being offered to local groups for King's Coronation celebrations will likely be given to the Steyning and District partnership to contribute towards the running of the *Steyning Vintage Revival Day on Sunday the 7th of May 2023*.
- F&GP/22/68 GOVERNANCE MATTERS**
- 68.1 **SPC 2022/23 Action Plan update.** The Clerk answered queries that were raised with regards to current SPC projects. 7 projects were noted as completed with 2 others closed as no further action could be taken. The Staff Contracts were noted as needing to be done ASAP. **CLERK**
- 68.2 **To agree as per recommendation from Personnel Committee that Caretakers and Admin Assist pay increase for next year – that is a 9.7%.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC take the recommendation from the Personnel Committee that Caretakers and Admin Assist pay increase for next year is maintained at the current rate above the National Living Wage which is a 9.7% increase. **Agreed 4 For, 1 Abstained** **CLERK**
- 68.3 **To agree preference for the next festive season High Street lighting display.** Cllr Lloyd **proposed, seconded** by Cllr Alexander that SPC delegate that the clerk to go ahead with purchasing options 3 and 4 {as per supporting papers} in equal numbers, that is 9 of each for the 2023 Christmas lights {High Street} display. **Agreed** **CLERK**
- 68.4 **To agree to fund the proposed movement of the SPC notice board adjacent the High Street Car Park with monies from the Town Improvement budget.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC agrees to fund the proposed movement of the SPC notice board adjacent the High Street Car Park with monies from the Town Improvement budget with the clerk delegated to action this as per the recommendations from the Community Committee that it is fixed to posts adjacent the wall in the first instance or if an issue then is installed as a second option turned through 90 degrees and installed against that wall. **Agreed** **CLERK**
- 68.5 **To agree any amendments to the draft SPC Newsletter for April 2023.** Councillors discussed many options and these were detailed and agreed individually with then a motion to cover all amendments. Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC agrees the first Steyning Newsletter with the amendments suggested at this meeting. **Agreed** **CLERK**
- F&GP/22/69 PROGRESS REPORT**
- 69.1 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 stated that he had chased solicitors once more but if nothing substantive arrived from them by mid-April he would have to complete an interim document anyway for end of year Audit. **CLERK**
- 69.2 F&GP/22/47.6 SPC Project setting and Year End Earmarking to be brought back to committee subsequent to external funding application determination - **ongoing** **CLERK**
- 69.3 F&GP/22/48.2 Ongoing conversations with Clock Tower owners to discuss decorative/maintenance works - **ongoing** **CLERK**
- 69.4 F&GP/22/59.2 Clerk and Cllr Lloyd to speak with HDC to see if there could be any movement on an increased 'Cleansing Grant' for SPC - **ongoing** **CLERK**
- F&GP/22/70 INFORMATION/CORRESPONDENCE ITEMS**
- 70.1 The Clerk stated that SPC still await resolution from the External Auditor for the 2021/22 year. This to be brought to Full Council for appropriate action. **CLERK**
- F&GP/22/71 DATE OF NEXT MEETING – 26th April 2023 @7.30pm.** *The Chair closed the meeting at 8.34pm*

Signed Date 26th April 2023
Chair

Unfortunately, due to a technical fault there is no link to a video recording of this meeting

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23RD JANUARY 2023 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Young, Hanson, Simon Alexander and Northam

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P22/120 APOLOGIES

120.1 Apologies were received from Cllrs Trundle, Parsons and Ian Alexander. Cllr Rudkin was absent.

P22/121 DECLARATIONS OF INTEREST

121.1 There were declarations of personal interest from Cllr Young on item 125.1 and 125.3 as she knows the applicants.

P22/122 QUESTIONS FROM THE FLOOR -

122.1 None

P22/123 MINUTES – to agree minutes of the last meeting on Monday 19th December 2022

123.1 Cllr Simon Alexander **proposed, seconded** by Cllr Hanson to accept the minutes of 19th December 2022 as a true and fair record of the meeting. **Agreed**

P22/124 MATTERS ARISING AND ACTIONS

124.1 **111.1 – Request from PPG for information screen in foyer - Ongoing .**

124.2 **111.2 – 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**

124.3 **111.3 – Fence on Bowls Club Boundary** - Deputy Clerk to speak to contractor concerning fence and report back on works required – **Ongoing** Update from Deputy Clerk. Quote received.

Item 132.4

124.4 **111.4 – Repairs to mains fuse board outside High Street toilets. - Actioned**

124.5 **111.5 – Support for Residents – A place to be warm during winter -** Sakala opening dates have been published on the website and noticeboards. **Actioned**

124.6 **111.6-Steypning Local Heritage list** – recommended to full council for approval and adoption of the Steypning Local Heritage List. **Actioned.**

124.7 **111.7 – 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.

- 124.8 117.2 Sound and Vision improvements for the Steyning Centre as per agreed Budget 2022 -**
To have the £1,514.83 remaining unspent budget from £9000.00 earmarked for the ceiling projector in Coombe Court for 2023/24. To be done at next F&GP meeting. **Ongoing.**
- 124.9 117.3 Bus Shelter –** Deputy Clerk to investigate other parishes use of bus shelter shutters and if they are successful or not. **Ongoing.**

P22/125 PLANNING APPLICATIONS

Cllr Young declared a personal interest in 125.1 and 125.3 and took no part in the discussion or vote.

- 125.1 DC/22/2262- 16 Penfold Way –** Erection of a two-storey front extension and a single storey rear extension.
Cllr Simon Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed** 3 for and 1 abstention.
- 125.2 DC/22/2222 - 12 Chandlers Way -** Erection of a single front extension and associated works
Cllr Young **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 125.3 DC/23/0019 - Mill End Sir Georges Place –** Surgery to 4 x Conifers trees
Cllr Simon Alexander **proposed, seconded** by Cllr Northam **No Objection. Agreed** 3 for a 1 abstention.
- 125.4 DC/22/0834 – 7 Laines Road -** amended plan – replacement garage and studio
Cllr Young **proposed, seconded** by Cllr Hanson that the previous comment of **OBJECTION** to this application still stands.

P22/126 LATE PLANS

- 126.1 DC/23/0048 Northover Horsham Road Steyning –** Removal of existing barn and erection of a replacement agricultural plant and machinery including the provision of a solar panel array with associated landscaping.
Cllr Simon Alexander **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 126.2 DC/23/0101 Old Timbers, 84 High Street** Fell 1 x Birch and Surgery to 1 x Magnolia Tree
Cllr Northam **proposed, seconded** by Cllr Young **No Objection. Agreed.**
- 126.3 DC/23/0109 St Johns Jarvis Lane -** Fell 1x x Holly Tree (Works in a conservation Area)
Cllr Hanson **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**

P22/127 ENFORCEMENT NOTIFICATIONS

- 127.1 None**

**P22/128 PLANNING DECISIONS FROM HDC and SDNP
APPLICATIONS PERMITTED
Permitted**

- 128.1 DC/22/0986 - 9 Kings Barn Lane -** Erection of a first-floor rear extension, installation of 4no rooflights, installation of cladding to front and rear, installation of solar panels to rear and alterations to windows and doors.
- 128.2 DC/22/2049 - 28 Abbey Road -** Erection of a first-floor side extension.
- 128.3 DC/22/1697 - Hadleigh Newham Lane -** Extension to dropped kerb and widening of existing highway crossover.
- 128.4 DC/22/1910 - 28 Portway -** Erection of a single storey side extension.

P22/129 ANTISOCIAL BEHAVIOUR AT THE HIGH STREET BUS SHELTER – To discuss and agree that

- 129.1** premises convene an all member working party to discuss issues and associated factors relating to the current High Street problems.
Cllr Young **proposed** that Premises Committee convene an all member working party to discuss issues and associated factors relating to the current High Street problems to

possibly include inviting PCSO's, Wardens, County Councillor and some resident volunteers, in order to come up with possible solutions, and whose recommendations could be brought back to SPC Full Council

Cllr Northam **proposed** an amendment to the proposal, **seconded** by Cllr Simon Alexander that Premises Committee convene a working party open to all Councillors to discuss issues and associated factors relating to the current High Street problems to possibly include inviting PCSO's, Wardens, County & District Councillors, a representative from the School, a representative for the Youth Services and some resident volunteers, in order to come up with possible solutions, and whose recommendations could be brought back to SPC Full Council.

Agreed

P22/130 GREEN BUILDING GUIDELINES - To discuss and agree to recommend to Full Council that SPC use a Green Building Guidelines Checklist as per supporting papers for consideration when discussing future planning applications within the Steyning Parish.

130.1 Cllrs discussed the guidelines suggested for use by the Climate Change group. Cllrs felt that Horsham District Council need to be informed of the guidelines to ensure that there are no conflicts with their guidelines for planning applications. Deputy Clerk to send the guidelines to HDC and inform Cllrs Lloyd and Platt, HDC District Councillors and report back their response to the next meeting.

P22/131 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

131.1 Bookings - The bookings for January are a little quiet at the weekends. The new comedy night is starting this month and from feedback so far has sold 120 tickets. If it goes well, it will become a regular monthly booking. The expected income for January is £3,844.23

131.2 Film nights - There were 72 tickets sold for the film night in January. The profit made from the film and drinks sold, after deductions, was £51.75. The film for February is 'Where the Crawdads Sing'.

P22/132 FINANCE -

132.1 Income and Expenditure for December 2022 - To discuss and agree the income and expenditure reports as a correct record of the finances for December. It was noted that budget item 4252 - electricity was over budget, however this had been expected due the utility companies huge rises. It was noted that increasing hall rental may need to be considered if costs continue to rise hugely.

Cllr Young **proposed, seconded** by Cllr Simon Alexander to accept the income and expenditure reports as a correct record of the finances. **Agreed.**

132.2 Annual Gas Check - To discuss fault found on gas cooker and agree remedial work to replace the ignition. The annual gas check was carried out on 4th January the only fault found is ignition on the range cooker in Coombe Court has failed the cost to replace it is £256.50 plus VAT.

Cllr Young **proposed, seconded** by Cllr Northam to accept the quote to replace the ignition and order the work. **Agreed.**

132.3 Boiler issues - update on the recent breakdown and repair of the boiler at the Steyning Centre. The boiler broke down on 9th January and was not able to be fixed by the usual plumber. the manufacturers of the boiler came out on a 1 off call out charge and repairs of £425.00. There was a water pressure leak inside the boiler and a failed LED display panel. The boiler is now working again. There is still an issue with one pump not working and a quote for a replacement is awaited.

132.4 Bowling Club Fence - to discuss work to remove the fence as requested by the bowls club .
The bowls club have requested that the fence be removed but to have a gravel board or high kerb on the ground to prevent cars parking too close to the hedge. The quote received is for £650.00 without the extra gravel which would add £280 to the invoice.
Cllrs discussed possible security and dog fouling issues if the fence was removed. Deputy Clerk was asked to get a quote to replace the fence, posts and gravel boards and also a quote to replace the fence and gravel boards if the posts are in good order. Deputy Clerk to inform the Bowls Club of the decision and request, due to budget constraints, if the Club would be willing to contribute to the replacement.

P22/133 CORRESPONDENCE/INFORMATION.
None for this meeting.

P22/134 DATE OF NEXT MEETING - Monday 27th February 2023 at 7.30pm

The Chairman closed the meeting at 20.24pm

Signed Chairman

Link to the meeting https://youtu.be/Lgg-wr_W2xE



The Steyning Centre
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH February 2023 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Young, Hanson, Trundle and Ian Alexander

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P22/135 APOLOGIES

135.1 Apologies were received from Cllrs. Simon Alexander, Parsons and Northam
Cllr Rudkin was absent.

P22/136 DECLARATIONS OF INTEREST

136.1 There were no declarations of personal interest from Cllrs

P22/137 QUESTIONS FROM THE FLOOR -

137.1 None

P22/138 MINUTES – to agree minutes of the last meeting on Monday 23rd January 2023

138.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 23rd January 2023 as a true and fair record of the meeting. **Agreed**

P22/139 MATTERS ARISING AND ACTIONS

139.1 124.1 – Request from PPG for information screen in foyer – Actioned The new screen is now on the wall in the foyer and working well.

139.2 124.2 – Bus Shelter ramp – This 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**

139.3 124.7 – 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.**

139.4 124.8 Sound and Vision improvements for the Steyning Centre as per agreed Budget 2022 -
To have the £1,514.83 remaining unspent budget from £9000.00 earmarked for the ceiling projector in Coombe Court for 2023/24. To be done at next F&GP meeting. **Ongoing.**

139.5 124.9 Bus Shelter – Deputy Clerk to investigate other parishes use of bus shelter shutters and if they are successful or not. **Ongoing.**

139.6 129.1 - Antisocial Behaviour at the High Street Bus Shelter - that Premises Committee convene a working party open to all Councillors to discuss issues and associated factors relating to the current High Street problems to possibly include



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Deputy Clerk: Hazel Roxby

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inviting PCSO's, Wardens, County & District Councillors, a representative from the School, a representative for the Youth Services and some resident volunteers, in order to come up with possible solutions, and whose recommendations could be brought back to SPC Full Council

- 139.7 130.1 - Green Building Guidelines** - Deputy Clerk to send the guidelines to HDC and inform Cllrs Lloyd and Platt, HDC District Councillors and report back their response to the next meeting.
- 139.8 132.2 -Annual Gas Check** - Deputy Clerk to order the work to replace the ignitor for the cooker in Coombe Court Kitchen.
- 139.9 132.4 Fence on Bowls Club Boundary** Deputy Clerk was asked to get a quote to replace the fence, posts and gravel boards and also a quote to replace the fence and gravel boards if the posts are in good order. Deputy Clerk to inform the Bowls Club of the decision and request, due to budget constraints if the Club would be willing to contribute to the replacement – **Actioned**. Bowls Club have informed that they are unable to contribute to the cost of the fence. due to the Club finding themselves struggling with their own budget constraints.

P22/140 PLANNING APPLICATIONS

- 140.1 DC/23/0054 – New Brambles, 46A Goring Road** Alterations to Windows and Doors at ground floor level, including replacement of garage door with bay window and conversion of garage to form habitable space.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 140.2 DC/23/0105 – 28 Portway** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 140.3 DC/23/0195 – Bay Cottage Dog Lane** – Fell 1 x Bay and x Leyland Cyprus
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection subject to a replacement Bay tree being planted. Agreed**

P22/141 LATE PLANS

- 141.1 DC/23/0116 – St Johns, Jarvis Lane** – Demolition of defective existing front wall to Highway and erection of new wall.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**

P22/142 ENFORCEMENT NOTIFICATIONS

- 142.1 None**

P22/143 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED

- 143.1 DC/22/0834 - 7 Laines Road** - Demolition of existing garage and erection of a replacement garage with incidental artist studio above.
- 143.2 DC/22/2186 - Dingemans Court, Shooting Field** - Surgery to 1x Silver Maple
- 143.3 DC/22/1890 - 41 Shooting Field** -: Erection of a single storey rear extension.
- 143.4 DC/22/2071 - The Steyning Bookshop 106 High Street** - Installation of 1x air-to-air heat pump to rear elevation.
- 143.5 DC/22/2262 - 16 Penfold Way** - Erection of a two-storey front extension and a single storey rear extension.
- 143.6 DC/22/1793 - 61 Kings Stone Avenue** - Demolition of existing garden room and erection of a detached single storey annexe at the rear of the garden.
- 143.7 DC/22/2222 - 12 Chandlers Way** - Erection of a single storey front extension and associated works.

- 143.8 DC/22/1744 – 9 Laines Road** - Conversion and alterations to existing detached double garage to rear of site to form additional habitable living space.
- 143.9 DC/22/2275 - Ash Lea Coxham Lane** - Surgery to 1x Ash
- P22/144 ANTISOCIAL BEHAVIOUR AT THE HIGH STREET BUS SHELTER** – Update from meeting held on 22nd February 2023.
- 144.1** The summary of the meeting held on 22nd February with the residents, traders, PCSO's, Wardens, HDC representatives and Youth Worker to continue to report any incidents of anti-social behaviour every time it happens. For resources to be diverted to Steyning there needs to be reports. Residents want CCTV at the High St and the MPF of quality that is useful to the police and would like this to happen sooner rather than later. This request to be taken to Full Council Meeting in April.
- Horsham District Council will carry out an Environmental Visual Audit which they will report back to the Parish Council. The wardens hours will be looked at to see if there is any way they can work later on particular evenings for a period of time. This is difficult as they only work certain hours, there is only 2 of them and they have no powers of arrest. The Youth Leader also offered to work some later shifts.
- The police were requested to give as much resources as possible but it was noted that this can only be done if the incidents are reported.
- The Parish Council to write to the police and say there are issues with anti-social behaviour and need more resources.
- P22/145 GREEN BUILDING GUIDELINES** - To discuss the response from Horsham District Council and how the guidelines/guidance could be incorporated if required.
- 145.1** The response and comments on the Green Building Guidelines from The Head of Development and Building Control, Emma Parks, has been sent out as a supporting paper. Emma's comments have been entered into the original guidelines in red.
- Cllr Trundle **proposed, seconded** by Cllr Young to accept the guidelines including the comments from HDC as guidance for the planning and premises committee's considerations. **Agreed.**
- P22/146 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 146.1 Bookings** - The bookings during February have been very good. The new comedy night was very successful and the group have booked the hall on a monthly basis for the next 12 months. The Love to Move group has been extremely successful and were visited last week by British Gymnastics and have been offered a further £2000 grant under the same rules as the last grant that the council assisted them to apply for. An application has been sent in on their behalf and will hear if it has been successful in the next few weeks. If the application is successful, the council will receive the grant money and be required to pass it on to the group in the same way it was done before. The expected income for February is £4984.00.
- 146.2 Film nights**– The film night in February, 'Where the Crawdads Sing', was a very good film and 127 tickets were sold. After all deductions were taken out there was a profit of £251.46. The film in March is 'Fisherman's Friends one and all' and tickets sales are going well.
- Update on plumbing issues** – There has been a leak in the Changing rooms at the Memorial Playing Field from the water tank had a leak in the loft. This has been dealt with by the plumber at a cost of £95. A water heater in the loft at the Steyning Centre leaked through the Saxon Room kitchen ceiling, the heater was replaced at a cost £130.00.
- 146.3**

P22/147 FINANCE -

147.1 Income and Expenditure for January 2023 – To discuss and agree the income and expenditure reports as a correct record of the finances for January.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the income and expenditure reports as a correct record of the finances. **Agreed.**

147.2 Replacement Taps for the Steyning Centre - To discuss and agree a quote to replace all leaking taps in the Steyning centre and the outside toilets.
The quote has been sent out as a supporting paper detailing the cost to replace 9 sets of taps in the Steyning Centre and the outside toilets at £1215.00. All the present taps are either dripping, leaking or loose. 2 sets have already had to be replaced on different occasions at the cost of £160 per time. To carry out the work to replace all the others at the same time would be cost effective.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the quote for the replacement taps and have the work carried out. **Agreed.**

147.3 Automatic door service - to receive a report on the door service and discuss any further action required.
The automatic doors were serviced on 8th February. The report has been sent out as a supporting paper. The left-hand pump unit is making a creaking noise, the cause is a leak in the oil reservoir. The pumps are at least 16 years old and a replacement is no longer available. The contractor feels that it will be a few years before a replacement will be required. The cost at present to replace the whole unit is £4221.00 plus VAT.
Cllr Trundle **proposed, seconded** by Cllr Young to ensure that this is included in the budget request for 2024/25 and have the replacement work carried out in 2024. **Agreed**

147.4 Fence on Bowling Club Boundary – to discuss and agree quote to replace the fence and gravel boards.
The quote to replace the fence and gravel boards on the boundary to the Bowls Club is £1320.00. The Contractor has informed that the current posts are not reusable.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to defer this item until next month to give Councillors time to re-look at the area and discuss at the next meeting. **Agreed.**

P22/148 CORRESPONDENCE/INFORMATION.

148.1 Consultation on revising the National Policy Planning Policy Framework (NPPF) WSALC
WSALC and CPRE have sent information concerning the consultation for the NPPF. WSALC have also sent out the questions from the consultation and a summary of the consultation is trying to achieve and a further table giving a model response to each question.
WALC also give this advice if you wish to comment as a council.
The consultation deadline for comments is **11:45pm on 2 March 2023.**
Cllr Trundle **proposed, seconded** by Cllr Young that due to the deadline being 2nd March a response as a committee is not possible, however councilors could respond as individuals .
Agreed.

P22/149 DATE OF NEXT MEETING - Monday 27th March 2023 at 7.30pm

The Chairman closed the meeting at 8.40pm

Signed Chairman

Link to the meeting <https://youtu.be/2azoZaVwllw>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH MARCH 2023 AT 7.30PM AT THE STEYNING CENTRE.

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

Members of the public: 2

Clerk – Hazel Roxby

Also present John Fullbrook.

DRAFT MINUTES

P22/150 APOLOGIES

150.1 Apologies were received from Cllrs Young, Northam and Parsons
Cllr Rudkin was absent.

P22/151 DECLARATIONS OF INTEREST

151.1 There were no declarations of personal interest from Cllrs

P22/152 QUESTIONS FROM THE FLOOR -

152.1 None

P22/153 MINUTES – to agree minutes of the last meeting on Monday 27th February 2023

153.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 27th February 2023 as a true and fair record of the meeting. **Agreed** 3 for and 1 abstention.

P22/154 MATTERS ARISING AND ACTIONS

154.1 124.2 – 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**

154.2 124.8 Sound and Vision improvements for the Steyning Centre as per agreed Budget 2022 - To have the £1,514.83 remaining unspent budget from £9000.00 earmarked for the ceiling projector in Coombe Court for 2023/24. To be done at next F&GP meeting. **Ongoing.**

154.3 124.9 Bus Shelter – Deputy Clerk to investigate other parishes use of bus shelter shutters and if they are successful or not. **Actioned.** Only Henfield Parish Council have installed shutters.

154.4 132.2 -Annual Gas Check - Deputy Clerk to order the work to replace the ignitor for the cooker in Coombe Court Kitchen. **Actioned** – Engineer has informed that parts are not available for the faulty oven, Deputy Clerk has requested a quote for a replacement oven.

154.5 144.1 - Antisocial Behaviour at the High Street Bus Shelter – HDC to carry out environmental Visual Audit. Police to give more resources. Residents to report every time there is an issue. Parish Council to write to Police requesting more resources. CCTV for High Street and MPF request to go to full Council Meeting in April.

154.6 145.1 -Green Building Guidelines – Cllrs agreed to accept the guidelines including the

comments from HDC to be used for the Planning and Premises Committee's considerations.

- 154.7 146.1 – Grant for Love to Move** – The grant from British Gymnastics Foundation has been agreed for £2000.00. **Actioned.** Money to be transferred once it is received.
- 154.8 147.2 - Replacement Taps for the Steyning Centre** – The work has been ordered
- 154.9 147.3 – Automatic door service** – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget.
- 154.10 147.4 Fence on Bowls Club Boundary** - item was deferred so that Councillors could look at the area and bring back to the next meeting their suggestions.

P22/155 PLANNING APPLICATIONS

- 155.1 DC/23/0262 5 The Old Court House Bank Passage** – Installation of Black enamel flue.
Cllr Trundle **proposed, seconded by Cllr Simon Alexander No Objection. Agreed.**
- 155.2 DC/23/0281 45 Kings Barn Lane** – Demolition of existing conservatory and erection of single storey rear extension.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed.**
- 155.3 DC/23/0279 St Johns Jarvis Lane** - Demolition of existing lean to, extension to front and making good of existing entrance.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed.**
- 155.4 DC/23/0379 35 Church Street** - Fell 1 x Bay Laurel and Surgery to 1 x Pine tree.
Cllr Trundle **proposed, seconded by Cllr Hanson OBJECTION to the felling of a what appears to be a healthy tree and would prefer surgery be carried out instead. Cllrs support the School comments that the removal of the tree will cause a loss of privacy to the school play area. Cllrs support the surgery to the Pine tree. Agreed.**
- 155.5 DC/23/0416 26 Sir Georges Place** – Surgery to 1 x Willow Tree
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed**
- 155.6 DC/23/0300 14 Penlands Way** Removal of existing extension and replace with new extension.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed.**
- 155.7 DC/23/0437 17 High Street** Surgery to 6 x trees
Cllr Trundle **proposed, seconded by Cllr Simon Alexander No Objection. Agreed.**

P22/156 LATE PLANS

- 156.1 DC/23/0380 – 23 Coxham Lane** – Erection of a single storey porch, and front extension. Removal of existing roof, raising of the ridge height, and roof extension, an enlarged first floor and associated works.
Cllr Trundle **proposed, seconded by Cllr Simon Alexander OBJECTION due to no evidence given in the plan concerning water neutrality which would be affected by an increase from a 3 to a 6 bedroom house. Cllrs are also concerned that the proposal is over development of the site. Agreed.**
- 156.2 DC/23/0117 – St Johns, Jarvis Lane** – Removal of existing oak sleeper retaining wall and erection of new concrete and brick retaining wall with garden wall over.
Cllr Ian Alexander **proposed, seconded by Cllr Hanson No Objection. Agreed.**

156.3 DC/23/0415 – Millfield, Bramber Road – Replacement garage and repositioning of existing summer house.

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

P22/157 ENFORCEMENT NOTIFICATIONS

157.1 None

P22/158 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED

158.1 DC/21/2097 – 27 High Street - Change of Use from restaurant (Class E(b)) to part wine bar (Class Sui Generis) and part residential (Class C3 dwellinghouse)

158.2 DC/23/0054 - New Brambles 46A Goring Road - Alterations to windows and doors at ground floor level, including replacement of garage door with bay window and conversion of garage to form habitable space.

158.3 DC/23/0101 - Old Timbers 84 High Street - Fell 1x Birch and Surgery to 1x Magnolia (Works to Trees in a Conservation Area)

158.4 DC/23/0109 - St Johns Jarvis Lane - Fell 1x Holly (Works to Trees in a Conservation Area)

158.5 DC/23/0195 - Bay Cottage Dog Lane Steyning West Sussex BN44 3GE Description: Fell 1x Bay and 1x Leyland Cypress (Works to Trees in a Conservation Area)

158.6

P22/159 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

159.1 Bookings - The bookings during March have been very good. The expected income for March is £5372.45.

159.2 Film nights – The film night in March was ‘Fisherman’s Friends one and all’, 88 tickets were sold. After all deductions were taken out there was a profit of £81.17. The film in April is ‘Mrs Harris goes to Paris’. Tickets are on sale in the Office.

159.3 Drinks machine and FITS update – The coffee machine income for the year is £217.00 and the expenditure is £49.00.

The income from the solar panels (Feed in Tariff Scheme) for the year is £1095.50

P22/160 STEYNING CENTRE HALL HIRE PRICES FOR 2024-25 – to discuss and agree prices for the hall hire for 2024-25 bookings.

160.1 Bookings are coming in for 2024-25, a price for the year is required to be able to let customers know the costs of the hall for their events. Examples of price increases from 3% to 7% to the committee members along with comparisons of local hall room prices were sent out for information and discussion.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander the price for hall hire for 2024/25 be increased by 6%. **Agreed** 3 for and 1 against.

P22/161 RECOMMENDATIONS FROM COMMUNITY COMMITTEE – to discuss and prioritise the items raised at the beautification working party held in October last year.

161.1 There was a recommendation from the Community Committee that this committee discuss and prioritise ideas raised at the beautification working party meeting.

Cllr discussed the list of possible improvements suggested by the Community Committee.

They discounted changing the seating, changing the colour of the walls, renewing the toilets and upgrading the fenestration until a decision is made on whether a section of the floor will be removed to create a flat area for the disabled.

Cllrs Trundle **proposed, seconded** by Cllr Ian Alexander to replace the lighting in the bus shelter for LED lighting using the money left over from the Rampion grant money for energy efficiency improvements. **Agreed.**

P22/162 FINANCE -

- 162.1 Income and Expenditure for February 2023** – To discuss and agree the income and expenditure reports as a correct record of the finances for February
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the income and expenditure reports as a correct record of the finances for February . **Agreed.**
- 162.2 Fence on Bowling Club Boundary** – to discuss and agree or otherwise quote to replace the fence and gravel boards. The quote to replace the fence and gravel boards on the boundary to the Bowls Club is £1320.00, the quote to remove the fence and put concrete gravel boards in is £650.00.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to agree the quote for removing the fence and putting in place concrete gravel boards. **Agreed.**

P22/163 CORRESPONDENCE/INFORMATION.

- 163.1** The Tennis Club have informed that they are applying for planning permission to replace the existing floodlighting with energy efficient LED lighting. This should come through as a planning application and councillors will be able to comment in the normal way. .

P22/164 DATE OF NEXT MEETING - Monday 24th April 2023 at 7.30pm

The Chairman closed the meeting at 8.37pm

Signed Chairman

Link to the meeting <https://youtu.be/Qpun5nVilqs>



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MEETING OF THE PERSONNEL COMMITTEE

HELD ON 22nd FEBRUARY 2022 AT 2.00PM AT THE STEYNING CENTRE

Present: Cllrs, Young, Norcross, 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)

Pe/22/18 APOLOGIES FOR ABSENCE

18.1 There were apologies from Cllr Lloyd

Pe/22/19 DECLARATIONS OF INTEREST.

19.1 There were no declarations of interest from Cllrs.

Pe/21/20 QUESTIONS FROM THE FLOOR

20.1 None for this meeting

Pe/22/21 MINUTES OF PREVIOUS MEETING

21.1 Cllr Norcross **proposed, seconded** by Cllr Simon Alexander that the Personnel Committee non confidential minutes from 16th November 2022 be accepted as a true and fair record. **Agreed**

Pe/22/22 INFORMATION AND CORRESPONDANCE ITEMS

22.1 None

Pe/22/23 CONFIDENTIAL SESSION

23.1 To discuss and agree the Caretakers and Admin Assistant annual pay Increase for recommendation to F&GP.

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

Pe/22/24 STAFFING MATTERS

The Chairman proposed to bring forward item 7.2 on the agenda

24.1 To discuss and agree the Caretakers and Admin Assistant annual pay increase for recommendation to F&GP as per the supporting paper.

Cllr Young **proposed, seconded** by Cllr Simon Alexander to recommend to F&GP committee to maintain



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the rate above the National Living Wage, as suggested, at the 9.7% increase for the Caretakers and the Admin Assistant. **Agreed.**

The Clerk and Deputy Clerk left the meeting at 2.30pm

24.2 To consider the Clerk's Appraisal review and discuss and agree any further comments.

The committee was unanimous in its appreciation for the Clerk's dedication and effort he puts into his work to serve Parish residents and Councillors. He is also commended for being on track to complete his CILCA qualification in the coming weeks.

Cllr S Alexander **proposed seconded** by Cllr Hanson that the Personnel committee agree the Clerk's appraisal review dated January 2023. **Agreed.**

Pe/22/25 Review- Under SPC COMPLAINTS PROCEDURE – to consider complaint made by a Parish Councillor against a member of Staff and to discuss and agree any actions.

25.1 The complaint referred to the SPC Playground Closures in August 2021 and the allegation that the Clerk had subsequently deliberately withheld information from Cllr Campbell which amounted to a "cover up" of the Council's actions.

The complaint raised by Cllr Campbell was framed as a call for action in relation to perceived withholding of information by the Clerk.

Cllr Bell **proposed, seconded** by Cllr Norcross After careful consideration it is the unanimous opinion of the committee that none of the information that was entitled to be seen by Councillors had been withheld and therefore the complaint was not upheld. **Agreed.**

Pe/22/26 Date of next Full Council Meeting: Monday 17th April 2023.

The meeting closed at 3.20 pm