
MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 19th JUNE 2023 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Bell, Hanson, S. Alexander, Lloyd, Foxwell, Ballance, & Linfield.

Clerks in attendance : John Fullbrook

Members of the Public : 3 {inc. District Cllr V Finnegan}

Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/23/20 APOLOGIES FOR ABSENCE

20.1 Apologies were received from Cllrs Sharp, Johnson, Trundle, Campbell, I Alexander and M Alexander.

FULL/23/21 DECLARATIONS OF INTEREST

21.1 None

FULL/23/22 QUESTIONS FROM THE FLOOR

22.1 None

FULL/23/23 **MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr Young that the minutes for the meeting dated the 15th May '23 be accepted as true and fair record. **Agreed**

23.1

FULL/23/24 **MATTERS ARISING – These items were taken as read**

24.1 Ex SPC Councillor Toomey – A token of remembrance organised – **Actioned**

24.2 Warden's report numbers to include whether reported to police – **Actioned**

24.3 Warden's report details whether numbers are events or hours – **Actioned**

24.4 External Auditors signing off the 2021/22 Accounts - **See item 27.3**

24.5 Chair and Vice Chair Acceptance of Office forms signed and recorded – **Actioned**

24.6 Committee membership and Chair/ Vice Chair information distributed - **Actioned**

24.7 Internal Groups membership verified, and information distributed - **Actioned**

24.8 SPC Policies & Risk Assessment dates amended and republished after new adoption - **Actioned**

24.9 'External bodies' Councillor Representation information distributed, & Organisations informed – **Actioned**

24.10	SPC subscriptions – confirmation that payments made - Actioned	
24.11	Section 137 payments for 2022/23 published – Actioned	
24.12	Hoey - Ains report 6-month review and supporting email sent to HDC - Actioned	
24.13	SPC's Land Register published on Web Site - Actioned	
24.14	Place invite to residents for project suggestions onto PPG monitor, Suggestion box & Web Site – Actioned	
24.15	SPC to convene an all member working party following June Full Council Meeting to discuss what it hopes to achieve by the end of its 4 - year term – Actioned	
FULL/23/25	REPORT FROM DISTRICT COUNCILLORS	
25.1.1	Cllr Victoria Finnegan – (HDC) update – The Chair welcomed Victoria to her first SPC meeting. Item 1. – Local Plan. There are many personnel changes at HDC – The main focus appears to be the completion of the HDC Local Plan, with a realistic timescale being suggested to be 6 to 9 months.	
25.1.2	2. Water Neutrality - Southern Water not concentrating on new supplies, rather dealing with leaks and faults, so very little movement likely in terms of water neutrality.	
25.1.3	3. Virgin Media – Victoria has a contact and will pass onto the Clerk in regard to dealing with issues and making good after the installation.	CLERK
25.1.4	4. Parking – Has raised the issues of High St. parking with Wardens for more enforcement.	
25.1.5	5. Commercial Dog Walking – Following contact from SPC, Cllr Finnegan has looked into this. – The appropriate contact at HDC is Fiona Hiron. The maximum number of dogs that should be walked at any one time is likely to be 6 due to comply with insurance policies. Defra are considering a licence scheme but there isn't one at the moment. HDC have considered looking at fixing a maximum number of dogs per walk, but if they did this it would only be enforceable on their own council land and so they are not pursuing it currently.	
25.1.6	Questions from SPC Councillors – Can HDC give SPC dispensation for any Steyning High St. employees who have to come in their car but cannot park without being financially penalised? EV Charging - There was an agreement with HDC that charging points were to be at the other end of Fletchers Croft Car Park. SP Councillors registered disappointment with this decision and suggested perhaps that they are moved. Also, rapid charging points were stated as being essential when further installations were being considered.	Cllr Finnegan
FULL/23/26	NEIGHBOURHOOD WARDENS REPORT	
26.1	To receive the Neighbourhood Wardens reports for April and May 2023 – No questions arose. The Chair welcomed the new Warden – Alison Page, in her absence. Cllr S Alexander suggested that the Clerk contact the police regarding 'Shop watch'	CLERK
FULL/23/27	GOVERNANCE AND COMMUNITY MATTERS	
27.1	Agreement for SPC to sign the 22/23 AGAR. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC agree following a recommendation from F&GP, that section 1 and 2 of the SPC Annual Governance and Accountability Return 2022/23 with associated notes be approved and sent to the external auditor having been signed by the SPC Chair. Agreed	CLERK
27.2	To agree publication of the 'Notice of Public Rights' for the SPC AGAR Return 2022/23. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC agree that the 'Notice of Public Rights' for the SPC AGAR Return 2022/23 be published as the per supporting papers. Agreed	CLERK

27.3	Notification from the Clerk on External Auditors progress with signing off the 2021/22 AGAR Within the 2022/23 AGAR its noted that on page 3 of 6 there appears a 'No' against the clause 'N'. This is because the 2021/22 AGAR that was sent off to the external auditor in June 2022 has had objections raised against it by a serving SPC councillor. Notification of these objections were received from the external auditor on the 19th of May '23 and the Clerk spent Thursday and Friday of last week compiling a reply with appropriate evidence. When responses and any further questions have been dealt with, and report concluded, then the Clerk will bring it back to Full Council for agreement for it to be published.	CLERK
27.4	To agree SPC's preferred candidate for this year's election to the SDNPA SPC had received statements from eight parish councillor candidates, and two needed to be voted for by SPC, with then the clerk completing the ballot paper on SPC's behalf and sending to WSALC returning officer by 23 June. Cllr Norcross proposed, seconded by Cllr Bell that the two candidates that SPC would like to nominate for the SDNPA election are Andrew Shaxson and Theresa Bennett. Agreed	CLERK
27.5	Notification - that Full Council will convene the Working Practices Group, so that an amended SPC Publication Scheme, an amended SPC Grant Award Policy and an SPC Policy for Dealing with Habitual or Vexatious Complainants are considered as well as any other pertinent business.	CLERK
FULL/23/28	REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT A VICE- CHAIR	CLERK
28.1	Following one member's resignation off the Community committee, to agree a replacement member, and to appoint to the vacant position of Community Vice-Chair. Cllr Sarah Linfield was nominated by Cllr Norcross, and this was seconded by Cllr Hanson. No other nominations were received. Cllr Norcross proposed, seconded by Cllr Hanson that Cllr Linfield be agreed as the new member of the Community Committee. Agreed	
28.2	Cllr Norcross put her name forward for the vacant Community Committee Vice Chair position, and there were no other nominations. Cllr S Alexander proposed, seconded by Cllr Hanson that Cllr Norcross be agreed as Community Committee Vice Chair. Agreed	CLERK
FULL/23/29	ONGOING ITEMS	
	To receive the following ongoing items	
29.1	Clerk to discuss any new S106 funding opportunities with HDC	CLERK
29.2	Council to complete actions as per the agreed implementation plan {Hoey Ainscough Report}	CLERK
29.3	SPC to liaise with Steyning Business Chamber to set up Disc reporting system for High St. retailers.	CLERK
29.4	Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media, installation, and local water resources	CLERK
29.5	SPC Bank signatories Ex Councillors to be removed from listings	CLERK
FULL/23/30	CORRESPONDENCE AND INFORMATION ITEMS	
30.1	Rampion 2 Offshore Wind Farm Announcement – After an extended period of public consultations, the onshore cable route has been selected. The route runs from Climping Beach to Bolney where it feeds into the national grid substation. From Steyning Parish's perspective, the cable undergrounding appears to miss the parish with it being closest as it passes by the north of Wappingthorn Wood, and then crosses the Ashurst road just north of the parish boundary. The clerk was asked to circulate a more clearly defined map when it becomes available.	CLERK

30.2 Steyning Ukrainian Refuge latest relief operation – This item was on the agenda to raise the profile of the important work being completed by the Ukrainian Refuge Group. The request for grant funding will be dealt with by the F&GP committee.

FULL/23/31 DATE OF NEXT FULL COUNCIL MEETING: 17th July 2023 at 7.30pm

Meeting closed at 8.09 pm

Signed Date 17th July 2023
Chairman

A video recording of this meeting is available at - <https://youtu.be/9HoMnwZZfrw>

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

JUNE 2023

Hi vis Patrol hours TOTAL:	76	ASB incidents TOTAL:	3
Foot - Steyning/Bramber/Upper Beeding	24/7/17	Noise	2
Vehicle - Steyning/Bramber/Upper Beeding	14/4/10	Neighbours	0
Notices/warnings TOTAL:	4	Driving/vehicles	1
Verbal warning	0	Bicycles	0
Parking alert	4	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	6
Reports into Police TOTAL:	5	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	0
Online	1	Dog fouling	0
Intelligence report	0	Litter	2
Verbal	4	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	2
Media Reports TOTAL:	4		
Press release/Community magazines	0		
Social media posts	4	Community events attended	4
Admin, Training, Meetings & Events	56	School contact	5
Vulnerable people welfare checks	5	Youth engagement	11
Signposting	8	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

We spoke with a vulnerable young person that is known to us. We had visited the Co-Op and they reported someone that had stolen some water from the shop that matched this person's description. We have seen the CCTV from the Co-Op and were able to identify the person that had taken the water. We have made the police, school and ASB Case Officer aware. We were on patrol on a second occasion when another person also stole from the shop. We were able to take the footage to the school to identify the person responsible.

We received a report that a building had been broken into and damage caused. We advised the incident be reported to the police and met with the manager of the property for reassurance and to be aware of where the break-in took place so that we could check on it while on patrol in the area. We also made the PCSOs aware.

Parking/vehicles

We received a report of vehicles congregating & performing donuts at Botolph's. We have increased our patrols in response.

We received two reports of near misses along Pound Lane with young children walking to and from school when crossing the road. We have carried out patrols in this area to observe the issues during busy periods. A resident highlighted a section of the double yellow lines which have faded and as a result allows cars to park closer to the dropped kerb in an obstructive position, making it harder for people to cross here. We reported the faded double yellow lines to West Sussex Highways to inspect. We advised the residents contact the Parish Council to raise their concerns of the road. We have also passed on the information to the Community Speed watch group which is currently in development.

Parking alerts were issued for parking too close to the junction on:

- Newham Lane
- Manor Road

Fly tipping/littering/graffiti

We came across the following items that had been fly tipped and reported or arranged for their removal:

- Printer – Annington Road
- Armchair – Edburton Road

Community engagement/events/meetings

We attended the Farmers Market for anyone to ask us questions or to report any problems they may be having. This was also a good opportunity to introduce Alison as the new warden and to promote the scheme. We attended the Steering Group Meeting where we discussed reporting, our monthly reports and priorities.

We attended the Wednesday morning coffee club at the Penfold Hall where we were able to meet the residents and discuss their lives in Steyning and hear any community safety concerns they may have. It was a relief to hear that they felt that the level of ASB has dropped compared to a few years ago.

Patrols (foot/visible and car)

We spoke to the secretary of Rublees allotments who has given us the code so we can patrol through in response to some minor vandalism.

Older, vulnerable people and youth

We have relaunched the club that was held at Dingemans for the residents to prevent isolation and loneliness. From speaking with the residents and having a look at the venue, we have proposed a project to convert an unused room into a dedicated games room to improve the variety of activities available to improve wellbeing.

A resident had contacted us regarding fraud and reported a loss of a significant amount of money. We supported them in reporting to the police, provided updates when possible and carried out a welfare check to make sure they were managing ok.

Dog related issues

Cycling

Patrols of river footpath (Bramber) in relation to complaint regarding cycling.

Parish specific/other

We received a complaint of ongoing noise. We patrolled the area, but the noise had stopped. We advised the resident to speak to Environmental Health to raise the case again and that mediation may be a possible consideration.

We also received a new noise complaint and have provided a diary to log all of the information, signposted to Environmental Health and to call the police at the time that it is happening if after 11pm.

While on foot patrol two residents that have been carrying out some DIY stopped us to ask more about the role and reported a footpath that they use on a regular basis that is overgrown making it difficult to pass. We visited the footpath and made a report to West Sussex County Council to request the path be cleared.

Social media/press

We sent out social media posts introducing Ali as a new warden, promoting Pride Month and high visibility patrols that were carried out.

EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

On Wednesday 21st June 2023 AT 6.30 p.m.

Members in attendance – Cllrs Simon Alexander, Alan Chilver, Sarah Linfield, Fred Heaver and Helen Bayford.

Stephen Keough (Clerk to Upper Beeding) Sheri Birch, Jo Bell and Marc Tooth from SCYP

Clerk in attendance - John Fullbrook & Hazel Roxby

Members of Public in attendance. None

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

- 1.1** There were apologies for absence from Chris Cook (SCYP)

2. QUESTIONS FROM THE FLOOR.

- 2.1** None

3. MINUTES OF LAST MEETING

- 3.1** Cllr Simon Alexander **proposed, seconded** by Cllr Alan Chilver to accept the minutes of the meeting held on the 15th February 2023 as a true and fair record of the meeting. **Agreed.**

4. MATTERS ARISING FROM THE MINUTES

- 4.1** Cllr Simon Alexander to explore further groups in the local area to populate the booklet for the website and bring back to next committee – **Ongoing**

5. CURRENT YOUTH SERVICE OPERATION OVERVIEW –

- 5.1** **To discuss how the youth service has been operating over the Spring period and update on the plans for the Summer Term.**

The 14 plus drop In session at the Cuthman Centre has a core group of 8 youths attending regularly. They are really enjoying the sessions and are passing the word around to get their friends to attend as well.

However there are still issues with the school leaving documents laying around and teachers coming out to tell the youths off for making too much noise and this is becoming a problem for the youths. Sheri requested if it would be possible to ask the Leisure Centre if there is a Thursday evening available or some extra time on the Monday evening and move the Thursday group to a Monday evening as it would be much better for the youths.

The Upper Beeding sessions are going really well there are a lot of new youths starting as well.

- 5.2** **Update on the use of Steyning Leisure Centre since April 23**

The use of the Leisure Centre has been working out really good, the staff at the Leisure have been extremely helpful and kind and the sessions are going well.

Sheri informed that she has attended 2 patrols with Carol Boniface following on from the meeting

concerning the anti-social behaviour that has been happening in the High Street. On both occasions there were anti-social activities happening.

6. TO RECEIVE YOUTH SERVICE PROVIDERS ORGANISATIONAL TERMLY AND FINANCE REPORTS (Supp. papers)

Jo Bell reported that the Sussex Clubs for Young People are experiencing some troubling issues and read out a confidential statement from Chris Cook explaining the issues.

The committee spent a great length of time discussing the issues and agreed that it would need to gather further information from Sussex Clubs for Young People and other sources and report back to an Extraordinary Meeting to be called on 6th July if possible.

7. MOU 2023/24 (Supporting Paper) - To discuss and agree to recommend to each partner Council the MOU for 2023-24.

7.1 This item was deferred.

8 A.O.B / CORRESPONDENCE / INFORMATION

8.1 None for this meeting

9 DATE OF NEXT MEETING. – EOM on 6th July if the Steyning Centre is free. The Committee to be informed of the date as soon as possible.

The Chairman closed the meeting at 8.14pm



sussex
clubsfor **youngpeople**
involve • enjoy • achieve

Suspended Youth Services

in Steyning, Bramber & Upper Beeding

**We hope that normal service will
be resumed as soon as possible**

As some of you may be aware Sussex Clubs for
Young People has ceased trading.

Although this situation was unforeseen, your
councils are working together to resolve the
situation as quickly as possible



**Upper Beeding
Parish Council**



EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

On Thursday 6th July 2023 AT 6.30 p.m.

Members in attendance – Cllrs Simon Alexander (Chairman), Alan Chilver, Sarah Linfield, and Helen Bayford.

Other Attendees – Stephen Keough (Clerk to Upper Beeding), and Sheri Birch, Jo Bell and Chris Cook {from SCYP}

Clerk in attendance – John Fullbrook

Members of Public in attendance – None

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

- 1.1** There were apologies for absence received from Cllr Fred Heaver.

2. QUESTIONS FROM THE FLOOR.

- 2.1** None

3. MINUTES OF LAST MEETING

- 3.1** Cllr Simon Alexander **proposed, seconded** by Cllr Alan Chilver to accept the minutes of the meeting held on the 21st June 2023 as a true and fair record of the meeting. **Agreed.**

4. TO HEAR FROM FORMER REPRESENTATIVES FROM SCYP.

- 4.1** Sheri Birch and Jo Bell confirmed their position which was as former JYPC youth service providers, a continued interest in, and availability for, any future JYPC provision. Chris Cook, former CEO of the Sussex Clubs for Young People, proffered his personal apologies for the swift and untimely demise of their youth service provision. He received questions from the Cllrs present, which focussed on the nature of the collapse of the company and the likelihood of the retrieval of the funds that had been paid by each council in advance of a service for the second quarter which is now not going to be provided. He said that frankly he didn't know the details of the financial issues as the matter had been taken over by the board of the Directors, and the Liquidators. He did say that the situation was born out of a much-reduced package of grant awards (Since the pandemic, and since there seemed to be less awards available) and that this dramatically affected the Cash Flow of the organisation. Chris also volunteered his personal time and expertise to help the JYPC replace its Youth service with a new provision. The Chair thanked Chris, Sheri and Jo for their attendance and continued support.

5. CONFIDENTIAL SESSION

- 5.1** Cllr Alexander **proposed, seconded** by Cllr Bayford 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 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

The Chair asked that Sheri Birch might stay in the building and be available should there be a need to ask further questions relating to staffing availability, after the members had had an opportunity to discuss the several other matters at hand. Sheri agreed.

5.2 TO DISCUSS POSSIBLE SOLUTIONS FOR A WAY FORWARD FOLLOWING THE NEWS THAT SCYP HAVE CEASED TRADING.

Members heard from the SPC Clerk an update on the several meetings and phone conversations that had taken place since the last meeting on the 21st June, and following the news that SCYP was to cease trading. Progress had been made on an outline Business plan, should the service be agreed to be taken 'in house', plus, meetings with HDC representatives to see if a solution could be found. The Clerks office had also been in contact with other councils who had received the same news and were facing similar choices with attempting to move their own youth service provisions on, plus the clerk's office had contacted other parishes who had taken their service in-house to see what information, and advice might be forthcoming, and to see if there was a possibility of a 'buy in' to other service provision with either those Parishes or other organisations operating throughout the region, and more locally.

5.3 Members discussed the many options and resolved the following motions.

Cllr Alexander **proposed, seconded** by Cllr Lindfield that JPYC ask for Chris's support {Chris Cook} in the further compilation of a Youth Provision Service Business Plan, which could then be presented to each Parish Council. **Agreed**

Cllr Chilvers **proposed, seconded** by Cllr Alexander that the {local youth service provider volunteers} be asked to reality check and have input towards the draft Business Plan. **Agreed**

5.4 Cllr Alexander proposed, seconded by Cllr Lindfield that the meeting come out of confidential session. Agreed

6. TO HEAR FROM FORMER REPRESENTATIVES FROM SCYP.

- 6.1** Sheri Birch was asked to return to the meeting, and was asked questions relating to some of the details of the outline business plan, plus her personal availability should the JPYC be in a position to set up a small summer activity programme or, moving forward, her availability should the JPYC be in a position to start a selection process for possible service providers in the autumn. She informed both herself and Jo were still available and willing to be a part of whatever programme or opportunity the JPYC were able to construct in the future, but also informed that she had already been offered a part time opportunity elsewhere.

7. CORRESPONDENCE / INFORMATION

7.1 None for this meeting

- 8. DATE OF NEXT MEETING.** – An EOM to be called as and when information arose on possible re-modelling of Youth Service provision. The Committee to be informed of the date as soon as possible. The SPC Clerk to continue to have meetings with key stakeholders, or potential partners or providers in the interim and to update the JPYC members, and parish clerks, with any pertinent news so that each Parish Council could be kept properly informed.

The Chairman closed the meeting at 7.50pm

Signed Date TBC
Chairman

Briefing Note for item 9.3

SPC Project Priorities for this 4-year term

On the 19th of June we followed the main SPC Full Council Meeting with an all-member working party whose aim was to discuss and begin to prioritise a draft list of projects.

Following this briefing note are some of the notes relating to the meeting and following that is the 'SPC Potential Projects Matrix'.

Members had been supplied with a long list of project requests before the working party, and it was felt that to make prioritisation easier, it would be best to group the projects into, and under, specific headings. The matrix came about as an action arising from this request, and this was distributed to all members shortly after last month's meeting.

With it, Cllr Simon Alexander was asked to set up the council's very own survey monkey which Councillors could use to prioritise each of the groups to their own liking, as well as a chance to attempt to prioritise the entire project list.

Note to Councillors

- Please complete this task by Monday if you have not already done so.

We have also asked members of the public to contribute to our understanding of a fuller list of objectives by writing in with their own project requests.

This item is on the agenda to inform residents of our internal processes associated with attempting to prioritise the workload for the next 4 years.

And to inform that following the full council meeting on the 17th July, members intend to undertake another working party to progress the matter further.

All Member Working Party Meeting – 19th June

Clerks opening remarks -

We are a month in and we have achieved a great deal. We have agreed on most of our policies, and councillor representations.

We have convened 5 productive public meetings, and other meetings.

We have agreed comments on 7 planning applications, we have agreed on a number of smaller projects, and finance end of year and governance matters, had a successful internal audit and completed and sent off our annual governance and accountability report.

We have agreed to set up a Highways Scheme Working Party, an MPF signage WP, a Lost Woods WP, a Chandlers Way Pocket Park WP, a Play Areas WP, a SPC Assets Register WP, a Winter Maintenance Working Party, a Mouse Lane Flooding WP, a Community Engagement Sub-Committee, a CCTV WP, a Working Practices WP, and there is a need for a Personnel Committee to be convened. As well as this all members working party to discuss our Council strategy and project priorities.

Last week we agreed a position on SPC Earmarked Reserves and on the level of SPC General Reserves.

This gives us a list of Earmarked Reserves which excluding the Cemetery Committee monies amount to approx. £46K worth of ring-fenced project capital.

And we now know we have a General Reserve working capital of approx. £82K.

We also have a provisional list of projects to be considered {as per supporting papers}, and we have asked for more ideas from the Steyning residents.

Any group, team or business needs some sort of a plan or strategy in order to succeed.

We need a plan for this year and then for the following three years.

This is where the plan begins.

SPC Potential Projects - '23 to '27

Must Do's	Easy Wins / Low Budget	TRO's	Earmarked Reserves	Playgrounds	Needs Public Consultation	Steyning Centre	Funding Sought/required	Committed	Lobbying External Bodies
New and improved SPC Policies	Canada Gardens water supply £2.5K	Vicarage Lane TRO	SPC High St Notice Board moved £1.5KE	MPF Playground redevelopment Up to £120K	CCTV on the High Street £4.5K	Steyning Centre solar panels install £4K	Chandlers Way Pocket Park £7K	Christmas Lights £B	Signage for Steyning Car Parks
Update SPC Emergency resilience plan	Clock Tower floodlighting £1 - 5K	Shooting Fields TRO	Steyning Centre Projector renew £3.8KE	Normans Way Play Area £25K	Skatepark installation £30K to £200K	Steyning Centre Rec. revamp inc. front drs- £5K- £9K	Mouse Lane Flood Relief Op. Watershed	MPF Picnic Bench Installation £B	Steyning Grass Verges
Complete Hoey/Ains imp plan	Existing Bench installations paved in front £1K Ea	Jarvis Lane TRO	Clock Tower Clock Faces painted/ renewed £5KE	Chandlers Way Play Area £22K	CCTV on MPF and Fletcher's Croft £12K	Steyning Centre replacement Windows £9.5K	Bus Shelter Ramp (floor lowering) £15K	MPF Hedgerow £500	Parish Highway potholes
Neighbourhood Plan - Design Statements	High Street Bins repaint / renew £0 - £5K	High Street layby for Co-op	Bus Shelter lights and repaint £7KE	Abbey Road Play Area £12k to £27K			20's plenty Highways scheme £106	Finger Post installation £2K	More EV Charging Points - High speed
	Disabled Parking Bay at MPF £1.2K	Hight Street Opp Co-Op TRO	Bus Shelter Posters/Art installation £1KE	South Ash Play Area £8K to £32K			High Street Toilets renovation £7K	DMMO's £0	COOP to move delivery arrangements
	Rublee's Western Hedgerow infills £2.5K	Wykeham Close TRO	MPF Access's Upgrade £1KE				Permanent home for Youth Service £7K		Tree replacement on By-Pass - WSCC
	Make SPC a steyning digital coms hub £0	Church Lane TRO					Changing room apron works £14K		Remove some parking charge - HDC
	Relocate and paint MPF Gazebo £5	Tanyard Lane TRO					Water fountain - install at the Bus Shelter £4K		Re-instate Troughs on High Street - WSCC
	Relocate two MPF Benches + Pave £3.5K						White Gates' partnership development? £7K		Safe Spaces for teenage girls - School
	Community Engagement via social media £0						EV Charging point at MPF Car Park £4K		Brotherhood Hall Usage - School
	Nursery funds redirect £0						Street Lights change to LED £7K		High Street Parking enforcement- HDC

KEY : - Funding Delivery		Funding via Budgets - £B		Funding via Earmarked Reserves - £KE	
Approx Cost - £K	Relatively swift		Medium duration		Long Term

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 6th JUNE 2023 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), Norcross, Sharp, Lloyd, Hanson, Young, Foxwell, and Johnson.

Clerk: John Fullbrook

Members of the public: 5 {Including WSCC Cllr Linehan, and SP Cllr Ballance}

Meeting Commenced : 7.32pm

MINUTES

C/23/01 APOLOGIES FOR ABSENCE

01.1 Apologies received from Cllr S. Alexander.

ACTIONS

C/23/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 Cllr I Alexander declared an interest in item 8.5 as he is an allotment holder

C/23/03 QUESTIONS FROM THE FLOOR {in summary}

03.1.1 **Q** – A resident raised concerns about the standard of grass cutting so far this season on the MPF, and about the mess being left by the HDC contractors as they install the EV Charging points at the Fletchers Croft Car Park, and that the recycling bin installation on the High Street ought to be mindful of disabled access. He also asked that the Clerk explain what was meant by figures within brackets within the I&E Reports under agenda item 8.1 and he asked that Cllr Linehan prompt WSCC to do something about some loose kerb stones near the access to the High St. Car Park.

03.1.2 **A** – Cllr Linehan asked that the resident email him with the details of the kerb issue. The Chair explained that all the other items were due to be discussed on the agenda and that concerns were already being raised by the clerk regarding these items. The clerk said that he would indeed be explaining what the figures within brackets meant under item 8.1

03.2.1 **Q** – Cllr Robin Ballance – Drew attention to the number of contractor vehicles being parked at the MPF Car Park recently, and that a lack of parking spaces was more of an issue because the 5 bays had been removed from Fletchers Croft. Further, he suggested that council ought to consider lobbying HDC for the reinstatement of the 5 parking bays as it didn't appear that such a move would impact anyone.

03.2.2 **A** – The Clerk pointed out that the contractor vehicles were there largely because of the works being undertaken at the old Lloyds bank building and this use was being monitored by Cricket club and clerk's office. The Clerk said that he would place the Fletchers Croft parking bay item on the next Community agenda.

CLERK

C/23/04 MINUTES OF PREVIOUS MEETINGS

04.1 To agree 4th April draft minutes. Cllr I Alexander **proposed, seconded** by Cllr Norcross to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th of April 2023. **Agreed 7 For, 1 abstain**

C/23/05 MATTERS ARISING AND ACTIONS

These items were taken as read.

05.1 Grit Bin purchased and installed at Fairfield's - **Actioned**

05.2 Bring back proposal for recycling bin installation after April 2023 – **See item 7.6**

- 05.3 Community Working party convening to discuss MPF signage, TBD by next council- **See item 7.7**
- 05.4 Lost Woods project. Representation from local groups being assembled to start project- **item 7.8**
- 05.5 Steyning 20mph Highway's Scheme working party date to be determined - **item 6.1**
- 05.6 Clerk & R. Brown to complete draft hedge plan for MPF/Rublees border in spring '23- **item 7.9**
- 05.7 Clerk to reapply to WMT for grant for assistance with MPF play area - **item 7.10**
- 05.8 DMMO statement amended and sent off to WSCC – **Actioned/ item 6.3**
- 05.9 Post-16 transport policy statement survey publicised – **Actioned**
- 05.10 Roger Brown receives a vote of thanks from the Committee for his continued voluntary service - **Actioned**
- 05.11 Chandlers Way proposed Community Engagement meeting to be convened – **See item 7.3**
- 05.12 Clerk to relay committee's support for Tennis Club floodlight application to proceed - **Actioned**
- 05.13 Permissions for event use of Bus Shelter to be relayed to the Partnership - **Actioned**

C/23/06 HIGHWAYS

- 06.1.1 **To agree representation on the 20's plenty Highway Scheme working party.** Cllr Linehan had received and sent on the project proposal response from the West Sussex Highways department to the clerk, and this had been distributed to Cllrs, following the highway scheme joint application. He commended the draft plan to SPC and was invited to speak to the matter by the Chair. He informed that the draft plan had been formulated under the terms of a new traffic policy. He understood that there was some disappointment from working party members as some important parts of the scheme coverage had been omitted, but stated that under the terms of the new policy, there had to be a 'genuine highway issue' identified for each road, otherwise mitigating measures would not be enforced. He further explained these issues are studied and measured by WSCC highways officers in conjunction with the Sussex Police.
- 06.1.2 Committee members voiced concerns that crucial elements of the scheme had been omitted such as coverage within Shooting Fields and that the assessment criteria could perhaps be revisited. The Chair asked therefore for representation on the working party and that the working party be reconvened. Cllr I Alexander **proposed, seconded** by Cllr Young that Cllrs Sharp, Hanson and Ian Alexander are agreed as representatives on the 20's plenty working Party. **Agreed** **CLERK**
- 06.1.3 Agenda item 9.8 was brought forward by the Chair so that again, Cllr Linehan could speak to it. Cllr Linehan confirmed he was in support of the Wykham Close TRO and that the new policy is that TRO's are now not subject to a limitation of one application per year per parish. **CLERK**
- 06.2 **To agree possible Car Park closures at the MPF - Cricket Club request.** SPC had a request from the Cricket Club for 17 Saturday closures this season to allow for easier matchday parking. Because the agreed Car Park Management plan says 'The Barrier Gate will be closed from time to time as deemed necessary' this request needed further committee agreement due to an escalation in restriction requests and in consideration of other users. Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC accepts this request subject to review at the end of July and subject to the Cricket Club maintaining that the emergency access zone is kept clear. **Agreed** **CLERK**
- 06.3 **To notify about the recent DMMO submission.** We received notification from the planning inspectorate that with regards to the DMMO concerning the bridleway crossing Mouse Lane

from Charlton Court Farm to footpath 2713, they have received no comments on the submitted statements, and so the Inspector will now visit the site during the week of 31st July.

C/23/07 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- | | | |
|-------------|---|--------------|
| 07.1 | Abbey Road Volunteers report from the Clerk. The volunteer group met on the 20th May and completed a long list of works including strimming, lifting and relocating bulbs and planting wildflower plugs. Roger Brown had reported that the site looked 'great'. The Clerk also had to report that the SPC grass contractors had unfortunately mown down some flowers planted adjacent the Orchard trees. | CLERK |
| 07.2 | To agree permissions for the Steyning Round Hill Romp Event. Cllr I Alexander proposed, seconded by Cllr Hanson that SPC agree for the Steyning Athletic Club to use the MPF, Changing rooms and the High Street toilets for their Roundhill Romp event. Agreed | CLERK |
| 07.3 | Chandlers Way Pocket Park, to agree that an initial community engagement meeting be convened. Cllr I Alexander proposed, seconded by Cllr Hanson that Cllrs Hanson, Young and Lloyd represent SPC on the Chandlers Way Pocket Park working party. Agreed | CLERK |
| 07.4 | To discuss the Grass Cutting report and agree any necessary actions. The Clerk reported that the contractors had failed to complete the service for a number of reasons as noted within the supporting papers and to the required standard on a number of occasions, and though regularly chased are as yet not fulfilling their remit. Cllr I. Alexander proposed, seconded by Cllr Foxwell that SPC were unhappy that the grass cutting company were not delivering their contractual obligations. Agreed. It was suggested the Clerk also write to the Steyning football club to remind them to move or dismantle the goal posts. | CLERK |
| 07.5 | To agree upgrade of Rublees Allotment entrance area {From Newham Lane}. The clerk's office had received a letter which informed of an elderly resident tripping on uneven ground adjacent this entrance area. The Clerk explained that there needed to be some work to smooth out the undulations and recommended up to 6 tons of MOT type 1 or possibly road planings as access to electrical cabling had to be maintained. Cllr I Alexander proposed, seconded by Cllr Hanson that SPC allows the clerk to get these works done {Upgrade of the Rublees entrance from Newham Lane by usings MOT type 1 or road planings}. Agreed | CLERK |
| 07.6 | To agree installation of a recycling bin adjacent the Bus Shelter. {As per supporting papers}. To replace existing bin and to be certain that appropriate width of access to disabled toilet is maintained or expanded slightly. Cllr I Alexander proposed, seconded by Cllr Johnson that the new recycling bin is installed adjacent to the Bus Shelter, whilst taking into account the need for appropriate disabled access {Maintaining distance from the disabled toilet door}. Agreed | CLERK |
| 07.7 | To confirm remit and membership of MPF signage working party. The Chair explained that this working party would be looking at every entrance to the MPF and it would be considering a substantial upgrade to both surfaces for pedestrians, the gates, and installation of notice boards for appropriate visitor signage. Cllr I Alexander proposed, seconded by Cllr Norcross that SPC convenes a working party {to look at MPF signage and access points}, consisting of Cllrs I Alexander, Johnson and Norcross. Agreed | CLERK |
| 07.8 | To discuss and agree membership for the 'Lost Woods' project working party. Working with the SPC Tree Warden to identify ancient or significant woodland areas and working with land owners and the woodland trust to restore and conserve these copse within the Steyning Parish. Cllr I Alexander proposed, seconded by Cllr Foxwell that Cllr Johnson works with Simon Zec {SPC Tree Warden} in the working party for the Lost Woods Project. Agreed | CLERK |

- 07.9 To agree possible installation of additional hedgerow planting on the MPF/Rublees boundary.** CLERK
As per supporting papers, the project scope was to plant 50 yards of new hedgerow sapling plants including Hazel, Dog Rose, Elder, Hawthorn and Holly in two rows 40 cms apart at a cost of approx. £480. The inclusion of Sloe {blackthorn} was suggested to also be included by members Cllr I Alexander **proposed, seconded** by Cllr Hanson that continuing to work with Roger Brown, the committee agrees to planting of this 'test hedgerow'. **Agreed**
- 07.10 To agree Playgrounds working party membership and its remit.** CLERK
There was a need to reinstate the working party to insure there was a continued understanding, and especially with new councillors as to the need to prioritise maintenance, renewal and redevelopment of the councils play area resources. Cllr I Alexander **proposed, seconded** by Cllr Norcross that a playground working party be reconvened and that the representatives on it are to be Cllrs Hanson, Lloyd, Young {from Community Committee} and to invite Cllr Linfield to attend also. **Agreed**
- 07.11 To agree that the clerk makes any necessary maintenance arrangements for the Marley shed.** CLERK
Cllr I Alexander **proposed, seconded** by Cllr Foxwell that SPC ask the Clerk to make any necessary arrangements for the Marley Shed's maintenance. **Agreed**
- 07.12 Notification of HDC works inc. electric charging points and digital screen maintenance at Fletchers Croft Car Park.** CLERK
The Clerk had been emailing details to councillors but for the benefit of the public, he informed that installation started on the EV Charging points in Fletcher's Croft Car Park on the 24th of May, and that the digital screen had been fixed at the same time. Operational completion of the charging points would apparently take a couple of months. The Clerk had already emailed HDC with displeasure at the state the site had been left in and that there was no signage for the benefit of residents understanding as to what was happening, and that he had noticed that sizable tree roots had been cut through during the cabling installation. The Chair and Committee voiced further objections and the clerk was tasked with writing to HDC to ensure they were aware the committee were very concerned with the way the installation was being carried out and especially in so far as previous agreements within joint working parties regarding the location of the installation had seemingly been ignored.
- 07.13 To discuss whether to support lobbying HDC on a possible restriction to numbers of dogs involved in commercial dog walking services within the Steyning Parish.** CLERK
Cllr I Alexander **proposed, seconded** by Cllr Young that SPC lobby HDC to impose a restriction to numbers of dogs involved in commercial dog walking services. **Agreed**
- 07.14 To discuss future project aspirations for the Community Committee.** CLERK
The Chair wanted to ensure there was an item regularly on the agenda so that there was an opportunity for councillors to raise issues they would like on future agendas. On this occasion he wanted to discuss further the street signage and especially concerning signage for the Steyning Car Parks.

C/23/08 FINANCE AND GOVERNANCE

- 08.1.1 To accept the I & E Reports.** The Clerk explained that figures within brackets on these reports itemised invoices which covered goods and services that have been supplied to SPC but that at the end of the fiscal year had not been paid. In other words, these were Credits and Accruals. {They are therefore counted within the previous year's budgets. When the invoices get paid the bracketed figures are removed – Zeroed out}. Cllr I Alexander **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for March '23 be accepted as a true and fair record. **Agreed**
- 08.1.2** Cllr I Alexander **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for April '23 be accepted as a true and fair record. **Agreed**

- 08.2 To discuss the need for a Community Committee Vice Chairman. Cllr Norcross volunteered and Cllr Hanson seconded her nomination, and this will be taken to Full Council. CLERK
- 08.3 To receive notification from the Clerk regarding the MPF Concessionary Licenses. The Clerk reported that both Concessionary Licenses had been signed by the 'The Dairy Diva' and 'The Pizza Van Company' and that an appropriate payment had also been made for the first half of the season as per agreed by this committee. Collection of fees had been problematic, however. CLERK
- 08.4 To agree MPF Playground gate repair or replacement. The Clerk reported that two contractors had looked at the gate and it seemed it was either beyond repair or it appeared that if a repair could be made it was unlikely going to be a long-term fix. Cllr I Alexander **proposed, seconded** by Cllr Foxwell that the gate (as specified in supporting papers) be purchased and installed. **Agreed** CLERK
- 08.5 Proposed increase to SPC Allotment fees for 2023/24. The Clerk detailed comparative figures of plot costs at other nearby local councils, and gave a range of percentage increases for members to consider plus a highlighted figure which the Clerk's Office had recommended. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that committee follow the recommendations from the Office and that the annual full plot price rises to £38, the half plot to £20 {Both 8.6%} and the monthly costs rise to £5.50 from £5 and £4.20 from £4. **Agreed 7 For, 1 Abstained** CLERK
- C/23/09 PROGRESS REPORT – All the following items were described as ongoing**
- 09.1 Clerk to complete new SPC Memorial Tree policy based upon agreed working party Commendations - **Ongoing** CLERK
- 09.2 Install picnic bench on the MPF as per agreement & following payment from requester - **Ongoing** CLERK
- 09.3 Convene a meeting in Sept '23 to discuss Winter Maintenance programme with volunteers and to discuss acquiring grit spreaders and a what's app group to coordinate operations - **Ongoing** CLERK
- 09.4 Mouse Lane Working party to be reconvened when quotes are available – The Clerk reported that some quotes had been received and that the working party will now be reconvened CLERK
- 09.5 Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing** CLERK
- 09.6 Litter bin renewal / repainting Clerk to ask HDC for updates - **Ongoing** CLERK
- 09.7 Cllr Campbell to provide evidence to collaborate his ascertains at the last meeting in April – The Chair said that as Cllr Campbell had not provided any evidence, the matter was now closed.
- 09.8 TRO at Wykham Close impact confirmation from Cllr Linehan - Dealt with under item 06.1 above
- 09.9 Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing** CLERK
- 09.10 Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing** CLERK

C/23/10 INFORMATION / CORRESPONDENCE ITEMS

10.1 None

C/23/11 DATE OF NEXT MEETING – 4th July 2023 at 7.30 pm.
Meeting ended at 9.31 pm

Signed by the Chair: Date: 4th July 2023

A recording of this meeting can be found using this link: <https://youtu.be/52cZQYupRGs>

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

Present: Cllrs I Alexander (Chair), Norcross, S Alexander, Sharp, Lloyd, Hanson, Young, Linfield, and Johnson.

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/23/12 APOLOGIES FOR ABSENCE

12.1 None – All Councillors present.

ACTIONS

C/23/13 DECLARATIONS OF INTEREST AND DISPENSATIONS

13.1 None

C/23/14 QUESTIONS FROM THE FLOOR {in summary}

14.1 None

C/23/15 MINUTES OF PREVIOUS MEETINGS

15.1 **To agree 6th June draft minutes.** Cllr I Alexander **proposed, seconded** by Cllr Hanson to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 6th of June 2023. **Agreed**

C/23/16 MATTERS ARISING AND ACTIONS - These items were taken as read.

16.1 Install picnic bench on the MPF as per agreed & following payment from requester - **Actioned**

16.2 Clerk to bring back item on Parking management in Steyning to next meeting – **See item 17.2**

16.3 20's Plenty working party convening to discuss recent communications – **Actioned**

16.4 TRO's to be discussed at a future meeting – **See item 17.2**

CLERK

16.5 Car Park closures agreement to be communicated to the Cricket Club – **Actioned**

16.6 SPC grass cutting issues at Abbey Road taken back to contractor - **See item 18.1**

16.7 Steyning Round Hill Romp organisers informed as per permissions agreement – **Actioned**

16.8 Chandlers Way Pocket Park Working Party convened - **Actioned / See item 18.3**

16.9 Issues with grass cutting contractor to be followed up by Clerks office – **Actioned / Item 18.4**

16.10 Rublees Allotment entrance renewal works to be completed - **Actioned**

16.11 Steyning FC informed about relocating football posts on the MPF - **Actioned**

- 16.12 MPF signage working party to convene – **Actioned / See item 18.7**
- 16.13 HDC contacted to discuss SPC members concern as to install' of EV charging points - **Actioned**
- 16.14 HDC lobbied re. restriction to numbers of dogs involved in commercial dog walking – **Actioned**
- 16.15 Clerk to bring back items on project aspirations and Car Parking signage – **Actioned**
- 16.16 Community Vice Chairman position to be agreed at SPC Full Council - **Actioned**
- 16.17 Concessionary licence second payment requested – **Actioned**
- 16.18 MPF Play Area replacement gate ordered – **Actioned**
- 16.19 Allotment Fees increase agreement communicated to plot holders - **Actioned**

C/23/17 HIGHWAYS

- | | | |
|--------|--|--|
| 17.1 | <p>A report from the 20's plenty highway scheme working party. The working party met on the 3rd July with 3 SPC Cllrs and 3 other key stakeholders invited and present, with Cllr Linehan in attendance in an observational capacity. The Chair updated from the working party, and the Clerk stated that the meeting notes had been distributed and received by him a few minutes before this meeting. Geoff Barnard had taken these minutes by members agreement, and it seemed after some discussion there was consensus opinion from the working party in terms of what the response to WSCC ought to be. Cllr I Alexander proposed, seconded by Cllr Hanson that the 20's plenty working party members check the minutes and when they are happy with them, {via email agreement} that they are sent to Cllr Linehan {via the Clerk}. Agreed</p> | <p>W. Party
Members</p> <p>CLERK</p> |
| 17.2.1 | <p>To agree priorities for Traffic Regulation Orders and a 'plan for parking' discussion with HDC. The 'plan for parking' was to include consideration of street signage, tariffs, access, promotion, and parking bay designations. Cllr I Alexander proposed, seconded by Cllr S Alexander that SPC set up a 'Plan for Parking' working party looking at all car parking issues, and that it should comprise of Cllrs S Alexander, I Alexander, Norcross and Sharp. Agreed</p> | <p>CLERK</p> |
| 17.2.2 | <p>Members discussed the outstanding proposed Traffic Regulation Order projects to see if it could agree that one or some be taken forward for the next deadline for submissions, that being the end of July '23. Cllr I Alexander proposed, seconded by Cllr Norcross that SPC ask the Clerk to liaise with Cllr Linehan in order to compile TRO applications for Church Lane, Vicarage Lane and the corner of Tanyard Lane and into Shooting Field. Agreed</p> | <p>CLERK</p> |
| 17.3.1 | <p>To consider opening discussions with the Coop management team in terms of possible TRO's for the High Street to assist them with deliveries, and in order to reduce traffic problems along Charlton Street. The Clerk reported that there had already been discussions between the Coop management team and Cllr Linehan in consideration of options for unloading delivery lorries, and that the Coop were against trying to unload from the High Street side due primarily to safety concerns connected with having to take deliveries through the store, as well as height differentials associated with pavements, road and shop entrance as well as the shop floor possibly not being robust enough to cope with weighted trollies. Cllr I Alexander proposed, seconded by Cllr S Alexander that the Clerk liaise with Cllr Linehan on issues concerning HGV's in Charlton street. Agreed</p> | <p>CLERK</p> |
| 17.3.2 | <p>To consider as part of the discussion, a proposal for double yellow lines along part of Steyning High St. This was discussed under the previous item and thought not to be one of the top project priorities at this time.</p> | <p>CLERK</p> |

C/23/18 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 18.1 Abbey Road Update.** Roger Brown had produced an excellent report as per supporting papers which considered an update on wildlife observations, the pond, tree and meadow habitats, plus highlighting continued issues with overzealous grass cutting and the need to consider a plan for the roadside hedge in so far as its establishment had been seriously restricted by harsh weather conditions. He further reported three successful working party days with 12 volunteers actively involved, with another 3 involved with botany and bird surveys. The Clerk also reported that reimbursement had been agreed to compensate for the damage to trees, tree protectors and foliage by the grass cutting contractors. **CLERK**
- 18.2 To discuss a proposal from the 'Steining for Trees' group regards a hedgerow at Abbey Road.** The Clerk reported that since receiving the proposal to more clearly define the hedge by cutting some of the weeds and nettles growing through it and to demarcate it with bamboo sticks and red and white tape in order to protect it {as per supporting papers}, he had since met with their representatives. He reported that in line with the principles of the 'management plan' their group could reduce the height of the weeds and nettles and that a line be cut adjacent the hedge on the meadow side to create demarcation but avoid using tape to do so. Then in the Autumn that the hedge be inspected once more, and a plan formulated, with input from the Abbey Road volunteer group, and that this plan be brought back to this committee. **CLERK**
- 18.3 Changers Way working party update.** The Clerk and members of the working party reported on the first meeting which took place on the 21st June. This meeting being primarily convened so that the members could familiarise themselves with some of the long history associated with this project. They also informed that the first community engagement meeting, which would include invited members of the public who have previously shown an interest, is to take place on Wednesday the 19th July @ 7pm, and that the Clerk is communicating with these residents to ensure they are made aware. **CLERK**
- 18.4 To receive the Grass Cutting report.** Members and Clerk discussed the ongoing issues. The Clerk confirmed that the contractors had received communications underlining the dissatisfaction in regard to parts of the service received, and though some elements of the service had improved, the office were paying very close attention to the progress which it felt was still necessary. **CLERK**
- 18.5 Update on the 'rural digital screens' content following recent communication from HDC.** The Clerk relayed communications from HDC and the Steining and District Partnership. HDC had invited submission of more local information than previously requested. This seemed a positive move but was somewhat different to previous communications, and the Community Partnerships have asked for a meeting with HDC to gain further clarity. **CLERK**
- 18.6 Following meeting between Clerk, Committee Chair and Cricket Club representatives.** A meeting was requested by a club committee member and a number of items were discussed such as signage, parking, dog issues, emergency access, and possible entrance developments. No actions were suggested or required however the Chair reported it was a positive discussion.
- 18.7 To consider initial ideas for MPF entrance projects following working party meeting.** The working party had convened at 2pm on the 4th of July. All entrances were checked with proposals for notice board installations, planters and revamped entrance area surfaces discussed. The working party resolved that it would continue to work on a plan over the summer which could then be brought back to this committee. **CLERK**
- 18.8 To discuss future project aspirations for the Community Committee.** Members put forward that they would like to lobby for a better quality of road signs from WSCC. And possible installation of a refuse bin at Abbey Road. Plus, a need to think laterally about Normans Way. **CLERK**

- 18.9 **To agree a request from a resident concerning renovating a memorial seat on the MPF.** CLERK
Members discussed a proposal as per supporting papers to relocate slightly the bench away from the adjacent tree and clean and put it onto paving slabs. The cost would be £700 but the resident would be asked to part fund the relocation and re purposing broadly in line with the SPC memorial bench policy. Cllr I Alexander **proposed, seconded** by Cllr Young that the Clerk asks the resident for £400 to move the bench and that SPC allows them to place a memorial plaque on it. **Agreed**

C/23/19 FINANCE AND GOVERNANCE

- 19.1 **To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure reports for May '23 be accepted as a true and fair record. **Agreed**
- 19.2 **End of SPC project notification – ‘Welcome to Steyning’ Town sign on Bramber Road.** In January 2019 SPC began a project which was inspired by Steyning in Bloom volunteers, and was funded via support from the Steyning Society, Steyning Horticultural Society, WSCC, HDC, SPC and almost £1000 raised via a crowd funding appeal organised by resident and former SPC Chairman Charles Ashby. This item is to notify council that the last of the monies raised {£10,105 in Total} is to be used shortly to pay the invoice from the Nursery which covers the purchase of the flowers for this year's display, and that then the project can be effectively and successfully termed 'complete'. Thanks were extended to Charles and the Steyning in Bloom group.

C/23/20 PROGRESS REPORT – All the following items were described as ongoing

- 20.1 *Clerk to complete new SPC Memorial Tree policy based upon agreed working party Commendations - **Ongoing*** CLERK
- 20.2 *Convene a meeting in Sept '23 to discuss Winter Maintenance programme with volunteers and to discuss acquiring grit spreaders and a what's app group to coordinate operations - **Ongoing*** CLERK
- 20.3 *Mouse Lane Working party to be reconvened when quotes are available – The Clerk reported that quotes had been received and that the working party will be reconvened on the 13th July.* CLERK
- 20.4 *Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing*** CLERK
- 20.5 *Litter bin renewal / repainting Clerk to ask HDC for updates - **Ongoing*** CLERK
- 20.6 *Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing*** CLERK
- 20.7 *Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing*** CLERK
- 20.8 *Agreement for Hedgerow planting on the MPF / Rublees boundary - **Ongoing*** CLERK
- 20.9 *Recycling bin to be installed at the High Street Car Park - **Contractor has been agreed and this project will be completed shortly.*** CLERK
- 20.10 *Lost Woods working party to convene - **Ongoing*** CLERK
- 20.11 *Playgrounds working party to convene – **Ongoing*** CLERK
- 20.12 *Clerk to make necessary maintenance arrangements for the Marley shed - **Ongoing*** CLERK

C/23/21 INFORMATION / CORRESPONDENCE ITEMS

- 21.1 The Chair informed members that the Steyning & District Partnership would be moving the planters back onto the High Street shortly – into a slightly different location.

21.2 Request from the Steyning & Community Partnership that a Tug of War event be allowed to take place on the MPF at some point in August. Cllr I Alexander **proposed, seconded** by Cllr Norcross that this committee asks F&GP to approve the use of the MPF for this 'Fun' Tug of War event. **Agreed** **CLERK**

21.3 EV Charging points consultation process promotion – The HDC Environmental Coordination Manager had sent out correspondence publicising a consultation exercise promoting possible charge point installations in Steyning – notably on Kings Barn Lane and Goring Road. Residents are to be informed of more details in the week commencing 10th July '23 **CLERK**

C/23/22 DATE OF NEXT MEETING – 5th September 2023 at 7.30 pm.

Meeting ended at 9.10 pm

Signed by the Chair: Date: 5th September 2023

A recording of this meeting can be found using this link: <https://youtu.be/fGr9Sgu1d48>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th JUNE 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell and Bell.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:32 pm

MINUTES

ACTIONS

F&GP/23/01 APOLOGIES FOR ABSENCE

01.1 Apologies were received from Cllrs I Alexander, Trundle, Norcross and Campbell.

F&GP/23/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 None

F&GP/23/03 QUESTIONS FROM THE FLOOR

03.1 None

F&GP/23/04 MINUTES OF PREVIOUS MEETING

04.1 Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the minutes of the meeting held on the 14th March 2023 be agreed as a true and fair record. **Agreed**

F&GP/23/05 MATTERS ARISING AND ACTIONS – These items taken as read

05.1 Vintage Years Group Annual Grant paid - **Actioned**

05.2 'Love to Move' grant paid – **Actioned**

05.3 Steyping Orchard Group Grant paid – **Actioned**

05.4 Steyping Society Grant paid – **Actioned**

05.5 Steyping and District Partnership Grant paid – **Actioned**

05.6 Ukrainian Refuge Grant paid – **Actioned**

05.7 Adjustments made to staff pay scales – **Actioned**

05.8 Festive season street lighting display preferences relayed to supplier for ordering – **Actioned**

05.9 Notice board movement funding agreed – **Actioned, See item 7.7**

05.10 SPC April Newsletter to be published with amendments – **Actioned**

05.11 External Auditor resolution of outstanding matters taken to Full Council – **Actioned**

05.12 SPC Project setting and Year End Earmarking to be brought back to committee subsequent to external funding application determination – **See item 7.7**

F&GP/23/06 FINANCIAL MATTERS.

06.1.1 To approve the list of SPC payments for March, April and May 2023.

Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the list of payments for March 2023 be approved as a correct record. **Agreed**

06.1.2 Cllr S Alexander **proposed, seconded** by Cllr Sharp that the list of payments for April & May '23 be approved as a correct record. **Agreed.** The Clerk agreed to see members who were keen to understand more about the internal financial SPC procedures as indeed he had done before.

CLERK

06.2.1 To agree F&GP Income & Expenditure reports for March, April and May 2023.

Cllr S Alexander **proposed, seconded** by Cllr Bell to agree the F&GP Income and Expenditure reports for March 2023 as a correct record. **Agreed**

06.2.2 Cllr S Alexander **proposed, seconded** by Cllr Ballance to agree the F&GP Income & Expenditure reports for April and May 2023 as a correct record. **Agreed**

06.3 To agree a request for grant funding from the Steyning in Bloom Group – Annual funding agreement. Cllr S Alexander **proposed, seconded** by Cllr Sharp to agree to pay the Steyning in Bloom group a sum of £2,400 as per their grant request. **Agreed**

CLERK

06.4 To agree a request for grant funding from the Steyning First Responders. Cllr S Alexander **proposed, seconded** by Cllr Sharp to agree to pay the Steyning First Responders a sum of £120 as per their grant request. **Agreed**

CLERK

06.5 To receive notification of the End of Year SPC finances position for March 2023. The Clerk elaborated upon the supporting paper details.

F&GP/23/07 GOVERNANCE MATTERS

07.1 To receive notification regards end of year finance reconciliation and to agree End of Year

CLERK

Internal Audit Report. The Rialtus Accounts rep. joined with the clerk on the 25th of May to complete the end of year accounts, and once verified these were among the figures checked by the internal auditing process. The internal audit then took place on the 30th of May and the 11 page report was a supporting paper for discussion. The only issue raised by the report was that of not having the SPC 2021/22 AGAR signed off by the external auditors. SPC were not at fault. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC agree with the End of Year Internal Audit Report. **Agreed**

07.2 Notification regarding the External Auditors correspondence concerning the objection from an SPC Councillor, concerning the 2022/23 Annual Governance and Accountability Return.

The clerk had recently received correspondence from the external auditors {19th May} relating to the 2021/22 AGAR whereby an SPC councillor had raised objections against it being signed off. Because the external auditor had not raised the issues earlier, they could not be dealt with by the clerk and completed before the date of the internal audit on the 30th May. This then effected the 22/23 AGAR because under item 'N' on page 3, the internal auditor had to register that SPC had not achieved its objective {'The authority has complied with the publication requirements for the 2021/22 AGAR'}.

07.3 Notification that a member of staff {Caretaker} has opted into the local government pensions.

CLERK

The clerk explained that a member of staff having previously opted out of the pension scheme had now asked to 'opt in', which he is entitled to do. Because his earnings are within the lower income bracket, there will be a likely annual increase to SPC contributions of approx. £2,000.

07.4 To agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 22/23 with associated notes be recommended for approval at Full Council. Members present discussed many aspects of the constituent accounts, and especially in regard to the reasons for variance noted between the current year and the previous year as per points 3, 4 and 9 on page 4 of the AGAR, and within the additional 'Explanation of variances' paper.

	Cllr S Alexander proposed, seconded by Cllr Ballance that F&GP recommend to Full Council that SPC approve sections 1 and 2 of the 2022/23 SPC AGAR {with associated notes}. Agreed	CLERK
07.5	To agree the SPC level of General Reserves for the next 4 years. Members considered all aspects of this important decision in relation to the need for maintaining fiscal responsibility when balancing the depletion of the authorities' general reserves in view of the risks associated with cost variations within the marketplace, inflationary pressures, the cost-of-living crisis, the climate emergency and the war in Ukraine, against freeing up much needed working capital for the many projects this council wants to complete on behalf of its residents. Cllr S Alexander proposed, seconded by Cllr Bell that SPC sets its 'emergency' general reserves based upon 4 months {of net revenue expenditure} as per recommendation and as agreed by F&GP, and that this will be reviewed after six months to see how the financial situation lies at that point. Agreed	CLERK
07.6	To agree the 2022/23 SPC Cil Report as per supporting papers. Cllr S Alexander proposed, seconded by Cllr Bell that SPC approves the 2022/23 SPC Cil Report. Agreed	CLERK
07.7.1	To agree the SPC list of Earmarked Reserves for the current year - 2023/24. Members considered four additional items for the existing list as per supporting papers, and predominantly because the monies had already been agreed to be ring-fenced for particular projects. Cllr S Alexander proposed, seconded by Cllr Sharp, that SPC agree to £1,500 being earmarked for the High Street notice Board relocation. Agreed	CLERK
07.7.2	Cllr S Alexander proposed, seconded by Cllr Sharp, that SPC agree to £3,338 being earmarked for the Steyning Centre Projector installation. Agreed	
07.7.3	Cllr S Alexander proposed, seconded by Cllr Foxwell, that SPC agree to £5,000 being earmarked for the Clock Tower maintenance. Agreed	
07.7.4	Cllr S Alexander proposed, seconded by Cllr Sharp, that SPC agree to £5,000 being earmarked for the Steyning Centre 'Sinking fund'. Agreed	
07.7.5	Cllr S Alexander proposed, seconded by Cllr Ballance, that SPC agree that the 4-month figure of emergency reserves agreed under item 7.5 be the figure held within the '340 emergency reserve', and also held within {monies transferred into} the Unity Bank Account. Agreed	CLERK
07.8	To receive notification that the Chair of F&GP has completed End of Month / Year finance and reconciliation checks with the clerk as per SPC Risk Assessment requirements. The Chair confirmed this process had been undertaken {on the 2nd June}.	
F&GP/23/08	PUBLICITY	
08.1	To agree the content of the next SPC quarterly newsletter. Cllr Trundle had kindly compiled a draft SPC newsletter and this was presented to committee. Members appreciated many aspects of the composition, but felt that it was unwise to suggest within the text that SPC was committed to certain projects when in fact this had yet to be formally agreed by SPC. Cllr Foxwell proposed, seconded by Cllr S Alexander that F&GP delay the 'Your Steyning' article until September and that the Clerk be delegated to diplomatically draft some amendments so that the article be brought back to next F&GP committee. Agreed	CLERK
08.2	To consider forming a new Community Engagement Committee. Councillors had expressed the desire to engage more closely with the community for this new term of office. Cllr S Alexander proposed, seconded by Cllr Ballance that F&GP recommends to Full Council that it forms a community engagement subcommittee to F&GP which could include all members, plus Steyning Partnership, Steyning Business Chamber and key stakeholders and request that Full Council amend the 'Scheme of Delegation' via the Working Practices Group to delegate the community engagement matters from this committee. Agreed	CLERK
F&GP/23/09	CCTV - To agree representation on a working party for the proposed Steyning CCTV installations	CLERK
09.1	Cllr S Alexander proposed, seconded by Cllr Foxwell that a working party consisting of Cllrs Sharp, S Alexander, Foxwell, and Ballance be the CCTV working party {delegated with responsibility to obtain appropriate CCTV quotes and permissions}. Agreed	

F&GP/23/10 PROGRESS REPORT

10.1 *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 confirmed the Land Register was compiled and agreed by SPC, and the Asset register is to be discussed at a future working party.* **CLERK**

10.2 *F&GP/22/48.2 Ongoing conversations with Clock Tower owners to discuss decorative/maintenance works – The Clerk is to meet with the current owner shortly.* **CLERK**

10.3 *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 – The Chair confirmed Cllr Lloyd was no longer a District Councillor and the Clerk confirmed there had been no movement on further negotiations concerning an increase to the SPC Cleaning Grant*

10.4 *F&GP/22/68.1 Work on Staff Contracts undertaken and prepared for Personnel Committee. The Clerk confirmed this work awaited discussion at a soon to be convened Personnel Committee* **CLERK**

F&GP/23/11 INFORMATION/CORRESPONDENCE ITEMS

11.1 The Clerk had distributed a letter received from the Steyning Ukrainian Refuge. Cllr Foxwell spoke in support of the recent humanitarian relief operation to bring aid to those affected by the destruction of the dam on the Dnipro River, and the grant application from the Ukrainian refuge group – As the application was received too late for this meeting, it will be brought back to the next F&GP committee. **CLERK**

F&GP/23/12 DATE OF NEXT MEETING – 11th July 2023 @7.30pm.
The Chair closed the meeting at 10.04pm

Signed Date 11th July 2023
Chair

A video recording of this meeting can be found using this link ; -
<https://youtu.be/zHwGQfeF0I4>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH APRIL 2023 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: 8

Clerk – Hazel Roxby

MINUTES

P22/165 APOLOGIES

165.1 Apologies were received from Cllrs Hanson, Parsons and Northam.
Cllr Rudkin was absent.

P22/166 DECLARATIONS OF INTEREST

166.1 There was a declarations of personal interest in items 170.3 and 170.4 from Cllr Trundle as she is on the PCC knows the applicant.

P22/167 QUESTIONS FROM THE FLOOR -

167.1 A member of the public queried where the residue cars will park if the garages at the End of Kings Barn End are knocked down. Several members of the public commented against the application **DC/23/0539 – Garage Block at Kings Barn due to parking and safety issues.** The Chairman advised that the Cllrs would be discussing the application and issues during the meeting.

P22/168 MINUTES – to agree minutes of the last meeting on Monday 27th March 2023

168.1 Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the minutes of 27th March 2023 as a true and fair record of the meeting. **Agreed**

P22/169 MATTERS ARISING AND ACTIONS (taken as read)

169.1 **154.1 – 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**

169.2 **154.2 Sound and Vision improvements for the Steypning 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.**

169.3 **154.4 -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.
Ongoing

- 169.4 154.5 - 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. **Actioned**
- 169.5 154.7 – 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. **Actioned**
- 169.6 154.8 - Replacement Taps for the Steyning Centre** – The work has been carried out. **Actioned**
- 169.7 154.9 – Automatic door service** – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**
- 169.8 160.1 – Steyning Centre Hall Hire prices for 2024-25** – Increase was agreed and price list has been drawn up. **Actioned**.
- 169.9 161.1 – Recommendations form Communities Committee** – to replace lighting at the bus shelter for LED Lighting with the money from the Rampion grant. Quote awaited. **Ongoing**.
- 169.10 154.10 - Fence on Bowls Club Boundary** – To discuss an amendment to the previous report and correct some information. **Item number 175.2**

P22/170 PLANNING APPLICATIONS

The chairman brought forward item 6.7 on the agenda so that members of the public could leave after the discussion if they wish.

- 170.1 DC/23/0539 – Garage Block at Kings Barn End** - Demolition of existing 14no garages and the Construction of 3no 2 bedroom dwellings with associated external works and landscaping. Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **OBJECTION Cllrs are concerned that the proposal is an overdevelopment of the area and the consequential residual parking would exacerbate the parking problem that already exists in the area during the evenings and at weekends. This parking issue is already a safety risk which will be made worse. The committee would ask that this application is called into committee at HDC. Agreed.**
- Item 6.1 and 6.5 on the agenda were discussed together. Cllr Trundle declared a personal interest in both applications as she knows the applicant.*
- 170.2 DC/23/0503 – Penfold Church Hall, Church Street** – Fell 1 x Pear and 1 x Goat Willow (or similar) (Works to Trees in a Conservation Area)
Cllr Ian Alexander **proposed, seconded** by Cllr Simon Alexander No Objection. **Agreed.**
- 170.3 DC/23/0512 – Penfold Church Hall Church Street** – Structural repairs to the rear of Building. LBC
Cllr Ian Alexander **proposed, seconded** by Cllr Simon Alexander No Objection. **Agreed.**
- 170.4 DC/23/0454 – 14 Coombe Road** – Erection of a new porch, a first-floor side extension, enlargement of rear dormer and creation of a front dormer.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **OBJECTION due to overdevelopment of the site and loss of light and privacy to the neighbouring property. Agreed.**
- 170.5 DC/23/0053 - 69 Kings Stone Avenue** – Erection of raised decking area to the rear of the property.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 170.6 DC/23/0472 – New Wharf Farm. Horsebridge Common** – Application to confirm the works Including creation of an access track, hardstanding area, racking and three sets of wooden steps took place more than four years prior to the date of this application. (Lawful Development Certificate- Existing)

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

- 170.7 DC/23/0482 – Lloyds Bank 37 High Street** – Variation of Condition 1 of previously approved Application DC/21/2525 (conversion of building to 4 flats and ground floor commercial space, conversion of barn to form a 2 bed detached dwelling, with all associated external works, refuse storage and cycle storage) to allow for alterations to the floor plans.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

P22/171 LATE PLANS

- 171.1 DC/23/0627 - Wappingthorn Lodge Horsham Road** - Extensions, alterations and change of use of stables, garage and machinery store to form 1no dwellinghouse.
Cllr Ian Alexander **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**

P22/172 ENFORCEMENT NOTIFICATIONS

- 172.1 None**

**P22/173 PLANNING DECISIONS FROM HDC and SDNP (taken as read)
APPLICATIONS PERMITTED**

- 173.1 DC/22/2215 - 22 Newham Lane** - Demolition of existing conservatory and erection of a single storey rear extension Erection of a single storey side porch extension with relocated front door and single storey front infill extension. Conversion of loft to form habitable accommodation.
- 173.2 DC/23/0279 - St Johns Jarvis Lane**- Demolition of existing lean-to extension to front and making good of existing access/entrance.
- 173.3 DC/23/0281- 45 Kings Barn Lane** - Demolition of existing conservatory and erection of a single storey rear extension.
- 173.4 DC/23/0396 - St Johns Jarvis Lane** - Demolition of existing lean-to extension to front.
- 173.5 DC/23/0437 - 17 High Street** - Surgery to 1x Bay Laurel, 1x Pittisporum, and 4x Apple (Works to Trees in a Conservation Area)
- 173.6 DC/22/0501 - Norfolk Arms, 18 Church Street** - Change of use from public house (Sui Generis) to residential (C3) to create 1no. 3-bed and 1no. 4-bed semi-detached dwellings, and associated alterations (Full Application)
- 173.7 DC/22/0514 - Norfolk Arms 18 Church Street** - Change of use from public house (Sui Generis) to residential (C3) to create 1no. 3-bed and 1no. 4-bed semi-detached dwellings, and associated alterations (Listed Building Consent).

P22/174 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 174.1 Bookings** - The bookings during April have remained constant. The expected income for April is £5,393.46.
- Film nights** – The film night in April was Mrs Harris went to Paris, which was a lovely light hearted film. 85 tickets were sold. After all deductions were taken out there was a profit of £89.00. The film in May is 'The Banshees of Inisherin'. Tickets are on sale in the Office.
- 174.2**

P22/175 FINANCE -

- 175.1 Income and Expenditure for March 2023** – To discuss and agree the income and expenditure reports as a correct record of the finances for March.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the income and expenditure reports as a correct record of the finances for March . **Agreed.**
- 175.2 Fence on Bowling Club Boundary** – to discuss amended report and agree or not to go ahead with, as planned, the removal of the fence. At the last meeting Deputy Clerk informed that she had mis-quoted how much the one ton of gravel cost was, the gravel cost is only £76.38 therefore the total quote cost is £853.67 not £650.00 as stated at the last meeting. The gravel

boards quoted for are wooden not concrete. Cllrs discussed several options for the area including getting a quote for concrete gravel boards instead of wooden ones, a quote for a three brick high wall or removing the fence and gravel boards altogether to assess the area needed a fence and boarder of any type. Cllr Ian Alexander **proposed, seconded** by Cllr Trundle to ask Steyning Partnership volunteers to inspect and, if possible, remove the fence and gravel boards and to inform Deputy Clerk of the outcome.

175.3 **Bus shelter lighting replacement to LED – To discuss a quote for the replacement of lighting in the bus shelter to LED lighting.** – there was no discussion as the quote was not received.

CORRESPONDENCE/INFORMATION.

P22/176 None

DATE OF NEXT MEETING - Monday 22nd May 2023 at 7.30pm

P22/177

The Chairman closed the meeting at 8.41pm

Signed Chairman

Link to the meeting **Unfortunately due to technical error the recording is not available.**

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND MAY 2023 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Hanson, Young, Ballance and Lloyd

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P23/01 APOLOGIES

01.1 Apologies were received from Cllrs M Alexander, Johnson and Foxwell.

P23/02 DECLARATIONS OF INTEREST

02.1 There was no declaration of personal interest from councillors

P23/03 QUESTIONS FROM THE FLOOR -

03.1 None

P23/04 MINUTES – to agree minutes of the last meeting on Monday 24th April 2023

04.1 Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the minutes of 24th April 2023 as a true and fair record of the meeting. **Agreed** 3 For and 2 Abstentions

P23/05 MATTERS ARISING AND ACTIONS (taken as read)

05.1 169.1 – 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**

05.2 169.2 Sound and Vision improvements for the Steypning 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.**

05.3 169.3 -Annual Gas Check - Engineer has informed that parts are not available for the faulty oven, Deputy Clerk has requested a quote for a replacement. **Quote received. Item 12.3**

05.4 169.4 - 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. **Actioned**

05.5 169.7 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

- 05.6** **169.9-Recommendations from communities committee** - Replace lighting in bus shelter to LED Lighting – ongoing - **Quote received Item 12.2**
- 05.7** **175.2 - Fence on Bowling Club Boundary** – Cllr Ian Alexander **proposed, seconded** by Cllr Trundle to ask Steyning Partnership volunteers to inspect and, if possible, remove the fence and gravel boards and to inform Deputy Clerk of the outcome. **Ongoing**

P23/06 PLANNING APPLICATIONS

- 06.1** **DC/23/0685 New Wharf Farm Horsebridge Common** – Change of use of land to paddlesport training, storage and hire of canoes, kayaks and paddle boards, retention of shingle hard surfacing for associated carparking and the siting of two storage trailers and a porta loo between April and September each year.
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

- 06.2** **DC/23/0702 Silver Copse Castle Field** – Erection of single storey side and rear extension
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed**

- 06.3** **DC/23/0787 – 35 Church Street – Surgery to 1 x Yew** (Works to trees in a Conservation Area)
Cllrs commented that a TPO is not required at this time.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection subject to the advice of the Arboricultural Officer. Agreed.**

- 06.4** **DC/23/0897 – Little Nash Horsham Road** – Demolition of conservatory and erection of single storey front
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**

- 06.5** **DC/23/0781 – The Hollow Tanyard lane** – Removal of existing raised deck structure and installation of a replacement raised deck structure.
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/07 Premises Licence Application

- 07.1** **Premises Licence Application PREM/2324/23 - David's Tent Field, Wiston Estate** - Retail Sale of Alcohol on the Premises – Wednesday to Sunday 16:00hrs to 22:00hrs - Provision of Regulated Entertainment - Wednesday to Sunday 16:00hrs to 22:00hrs - Event dates Friday 8th September to Sunday 10th September
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/08 LATE PLANS

- 08.1** **DC/23/0981 – 12 Kings Barn Lane** – Part demolition of existing conservatory and construction of a single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**

- 08.2** **DC/23/0972 – 65 Roman Road** – Erection of a single storey rear extension and alterations to existing decking
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/09 ENFORCEMENT NOTIFICATIONS

- EN/23/0184 - 17/04/2023 1 - Rosemary Avenue** - works to install driveway and dropped kerb, following withdrawal of application DC/22/1542

- P22/10 PLANNING DECISIONS FROM HDC and SDNP (taken as read)**
APPLICATIONS PERMITTED
- 10.1 DC/23/0116 - St Johns Jarvis Lane** - Demolition of defective existing front wall to highway and erection of new wall.
- 10.2 DC/23/0262 - 5 The Old Court House Bank Passage** - Installation of a black enamel flue.
- 10.3 DC/23/0300 - 14 Penlands Way** - Removal of existing rear extension and erection of a replacement rear extension.
- 10.4 DC/23/0379 - 35 Church Street** - Fell 1x Bay Laurel and Surgery to 1x Pine (Works to Trees in a Conservation Area)
- 10.5 DC/21/1705 - Land at The Rear of 80 High Street** - Demolition of modern detached garage and erection of a chalet style dwelling.
- 10.6 DC/23/0416 - 26 Sir Georges Place** - Surgery to 1x Willow
- 10.7 DC/23/0472 - New Wharf Farm Horsebridge Common Ashurst** - Application to confirm the works including creation of an access track, hardstanding area, racking and three sets of wooden steps took place more than four years prior to the date of this application (Lawful Development Certificate - Existing).
- 10.8 DC/23/0503 - Penfold Church Hall Church** - Fell 1x Pear and 1x Goat Willow (or similar) (Works to Trees in a Conservation Area)
- 10.8 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.
- 10.10 DC/23/0512 - Penfold Church Hall, Church Street** - Structural repairs to the rear of building (Listed Building Consent). Decision: Application Permitted

WITHDRAWN

- 10.11 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 to provide an enlarged first floor and associated works.

P22/11 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 11.1 Bookings** - The bookings during May remained constant. The expected income for May is £5,498.46
- 11.2 Film nights** - The film night in May was The Banshees of Inisherin, 78 tickets were sold. After all deductions were taken out there was a profit of £ 25.75 The film in June is 'Empire of Light'. Tickets are on sale in the Office.

P22/12 FINANCE -

- 12.1 Income and Expenditure for April 2023** – Due to the end of year closedown this item will be carried over to the next meeting.
- 12.2 Bus shelter lighting replacement to LED** – To discuss and agree quote for the replacement of lighting in the bus shelter to LED lighting. A quote of £200 to supply and fit new LED lighting (like for like) for the bus shelter. The working party held on 11th October 22 had suggested that 'nicer' lights could be installed, Cllrs voiced concern for vandalism if expensive 'nicer' lighting is installed. Cllr Hanson requested that the item be deferred and Cllr Ballance be delegated to investigate suitable lighting and report back to the next meeting.
- 12.3 Replacement Oven Quote** – To discuss and agree the need or not for a replacement oven in Coombe Court Kitchen. The ignition button on Bartlett oven in Coombe Kitchen has stopped working, the oven can still be lit with an igniter. Catercraft quoted to supply and fit a replacement oven and remove and dispose of the old oven at £4,575.00 plus VAT. The Falcon 6 Burner cooker is used a lot and is 30 years old and showing signs of age and poor

condition. Catercraft have quoted a cost of £2,371.00 plus VAT to supply and fit a replacement and remove the old one.

Cllr Trundle **proposed, seconded** by Cllr Hanson to replace the Falcon 6 cooker with a like for like replacement at £2,371.00 plus VAT and to keep the Bartlett oven as a backup until it finally stops working. **Agreed.**

- 12.4** **Boiler issues** – The boiler is not working, Valiant came out at a cost of £425 and did some work in the expansion tank to get the boiler working. They informed that it possibly would need replacing due to age. The tank has stopped working, ‘Heatcraft’ are coming out on Thursday to look at the issue. Their call out charge is £57 and the hourly rate is £57.00.

P22/13 CORRESPONDENCE/INFORMATION.

- 13.1** The Green Building Guidance note were tabled for Cllrs and Cllr Trundle explained that they had been written by the Greening Group and was checked by Horsham District Council planning department. The comments from Emma Parkes at HDC are in red in the Guidance.

P22/14 DATE OF NEXT MEETING - Monday 26th June 2023 at 7.30pm

The Chairman closed the meeting at 8.36pm

Signed Chairman

Link to the meeting Due to a technical error with the sound there is no recording available

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 26TH JUNE 2023 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Hanson, Young, M Alexander, Foxwell, Ballance and Lloyd

Members of the public: None

Clerk – Hazel Roxby

DRAFT MINUTES

P23/15 APOLOGIES

15.1 Apologies were received from Cllr Johnson.

P23/16 DECLARATIONS OF INTEREST

16.1 There was no declaration of personal interest from councillors

P23/17 QUESTIONS FROM THE FLOOR -

17.1 None

P23/18 MINUTES – to agree minutes of the last meeting on Monday 22nd May 2023

18.1 Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the minutes of 22nd May 2023 as a true and fair record of the meeting. **Agreed**

P23/19 MATTERS ARISING AND ACTIONS (taken as read)

19.1 169.1 – 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** Cllrs asked Deputy Clerk to contact the new District Cllrs or the department for Property & Facilities at HDC concerning funding towards the floor lowering proposal.

19.2 169.2- Sound and Vision improvements for the Steypning 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 **Actioned . Agenda Item 11.3**

19.3 169.7 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

19.4 169.9-Recommendations from communities committee - Replace lighting in bus shelter to LED Lighting – **Cllr Balance to investigate practical lighting for the bus shelter and report back to next meeting Agenda Item 11.2**

19.5 175.2 - Fence on Bowling Club Boundary – Cllr Ian Alexander **proposed, seconded** by Cllr Trundle to ask Steypning Partnership volunteers to inspect and, if possible, remove the fence and replace the gravel boards and to inform Deputy Clerk of the outcome. **Ongoing.** Cllr Ian Alexander had contacted the Deputy Clerk to say that the Partnership could carry out the

work, they would need to price up the materials and invoice for these. Cllrs Agreed to move forward with this work.

- 19.6 Replacement Oven Quote** – Order replacement cooker. New cooker installed 21st June.
Actioned

**P23/20
20.1 PLANNING APPLICATIONS**

LATE PLANS

- 20.2 SDNPA/23/0214/CND - Charlton Court Granary ,Mouse Lane** - Variation of condition 1 of previously approved application SDNP/19/05470/FUL (Part demolition of outbuildings and conversion of redundant agricultural buildings to form one dwelling with the erection of an extension) Variation sought to incorporate additional designs to part of approved proposals and amalgamation of additional drawings to reflect minor changes to approved design of granary.

- 20.3** The website for this application was unavailable for viewing before the meeting. Deputy Clerk to email the planning application to Cllrs to comment by email.

20.4 ENFORCEMENT NOTIFICATIONS

SDNP/23/00244/BRECON - 25/05/2023 Alleged: creation of asphalt track which is shown as being an informal farm track on drawings approved under SDNP/21/00427/FUL (condition 8) Charlton Court Farm, Mouse Lane, Steyning, West Sussex -BN44 3DG -
Deputy Clerk to check the progress of this application and report back to the next meeting.

20.5 PLANNING DECISIONS FROM HDC and SDNP

Permitted

DC/23/0053 - 69 Kings Stone Avenue - Erection of raised decking area to the rear of the property. **DC/23/0415 - Millfield Bramber Road** - Replacement garage and repositioning of existing summer house.

- P23/21
21.1 DC/23/0787 - 35 Church Street** Steyning West Sussex BN44 3YB Description: Surgery to 1x Yew (Works to Trees in a Conservation Area)

Withdrawn

DC/23/0481 - Lloyds Bank TSB Limited 37 High Street - Non Material Amendment to previously approved application DC/21/2524 (Variation of conditions 1, 3, 4, 5, 6, 7, 8, and 10 to previously approved application DC/20/0622 (Conversion of building to 4no flats and ground floor commercial space (Class A1), conversion of barn to form a 2-bed detached dwelling, with all associated external works, refuse storage and cycle storage (Full Application)) to allow for amendments to the layout of the main building and rewording of all other conditions to allow development of the rear barn to be commenced independently to the main building, and vice versa, subject to the relevant information for the conditions to be submitted and approved) to allow for alterations to plans with new floor plans and site plan.

**P23/22
22.1**

DEPUTY CLERKS REPORT FOR STEYNING CENTRE

Bookings - The bookings for June are starting to slow down for the summer period. The expected income for June is £3,512.07.

- P23/23
23.1 Film nights** - The film night in June was 'Empire of Light' - 94 tickets were sold. After all deductions were taken out there was a profit of £ 94.32. The film in July is 'A man called Otto'. Tickets are on sale in the Office.

Black-out blinds Coombe Court – to discuss replacement of black-out blinds due broken track and torn blinds. The black out blinds/curtains have been in situ for 10/12 years and the rail is

23/2 damaged and the curtains are torn. There are 3 companies coming out to give quotes to replace all sections. It is anticipated that these will be quite expensive as they are floor to ceiling blinds. Deputy Clerk to report back to next meeting for agreement.

23.3 FINANCE -

Income and Expenditure for April and May 2023 - To agree the reports as a true record of the finances for April and May.

Cllr Trundle **proposed, seconded** by Cllr Hanson that the reports be accepted as a true record of the finance for April and May. **Agreed.**

Bus shelter lighting replacement to LED – To discuss and agree quote for the replacement of lighting in the bus shelter to LED lighting. Many thanks to Robin for finding robust lamp fittings for the bus shelter. The contractor has been able to find a company that supplies the lamps and has quoted £200.00 to supply and fit them.

P23/24 24.1 Cllr Trundle **proposed, seconded** by Cllr Young to accept the quote and order the work for the LED Lights at the bus shelter. **Agreed.**

24.2 **Ceiling projector in Coombe Court** – to discuss and agree moving forward with the ceiling projector for Coombe Court, an up-to-date quote to supply and install a new projector in Coombe Court was requested. The cost is £3,936. The money that is available is £3,338.00 The contractor is also suggesting that a portable sound system is purchased at £740.00 it will give sound to the projector and also would be able to be used for music in the room for other events. This would be using £1,338 of this year's £2,500 IT budget.

24.3 Cllr Ballance suggested that a lease price be obtained and reported back to the next meeting.

CORRESPONDENCE/INFORMATION.

P23/25 25.1 Deputy Clerk informed that there have been ongoing issues with the boiler, replacement valves have been done but there is only one of the two pumps working at present. Deputy Clerk asked to obtain 3 quotes for the replacement of the pumps and report back to the next meeting.

25.2 Notification from a resident that behind 61 Kings Stone Avenue a retaining wall appears to have erected outside of the property boundary. This has been reported to HDC. Deputy Clerk to report back at the next meeting any outcome from the reported enforcement.

DATE OF NEXT MEETING - Monday 24th July 2023 at 7.30pm

25.3 The Chairman closed the meeting at 8.27pm

Signed Chairman

Link to the meeting <https://youtu.be/HYZW4eGQo7Y>

P23/26 26.1



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

From: Steyning Parish Council - Clerk
Subject: FW: WSCC Carers survey - request to share information with your community
Attachments: WSCC Carers survey poster.pdf
Importance: High

Dear colleague

West Sussex County Council and NHS Sussex are reviewing the way Carer Information, Advice, Assessment and Support Services are delivered to adult unpaid family and friend carers. We are now half way through the delivery of the [West Sussex Joint Carers Strategy](#) and we want to get the views from as many adult carers as possible on what is working well for them and the issues they are currently experiencing.

To do this, we have created a survey for carers which is available online [here](#). This includes an easy read version of the questions. Postal copies, with prepaid return envelopes are also available.

To help promote the survey we have produced a poster, which is attached. This will be posted in all libraries across West Sussex.

If you think the survey would be of interest to carers, please could I ask you share the information about the survey locally so that people are aware? If you would like printed copies of the poster, please do let us know.

The closing date for the survey is **27 July**.

Many thanks

Kind regards,
Bethanie

Are you a carer?

We would like to hear from people who provide unpaid help to a family member, child, friend, or neighbour to help us understand what is working well for them. We would also like to hear about any issues you might be experiencing.



Tell us about your experiences by **completing our survey before 27 July**. Scan the QR code above or go online to westsussex.gov.uk/carersurvey to take part online.

If you would like a copy posted to you with a prepaid return envelope, then please call us on 0330 222 3848 or email us at WorkingTogetherAS@westsussex.gov.uk

John Fullbrook

From: Sarah.Hogben
Sent: 03 July 2023 12:12
Cc: Helen.Peacock; Sarah.Hogben
Subject: Can you help to promote our important HD climate action survey to your local communities?
Attachments: L23_CD07 Climate Action Strategy Survey_poster.pdf

Dear Clerk,

We are asking for your help please to promote an all important Climate Action survey that we have set up to seek the views of all of our Horsham District Communities.

Horsham District Council has produced a Draft Climate Action Strategy to help guide the District towards becoming carbon neutral and climate resilient by 2050 as we experience more frequent extreme weather events such as soaring temperatures and flash flooding. To help ensure the final Strategy covers the important issues and is prioritising what matters to the people who live and work in the district, the Council is asking for residents' views on what this should contain in a short online survey.

You will see that I have attached here a poster promoting the climate survey. I would be grateful if you might be able to display this in your parish office, village hall or community centre, or any other public place that you think is suitable, whether your local supermarket, church hall, doctor's surgery, or scout hut etc (note: all libraries will receive one from us directly).

We are promoting the survey through a variety of communications channels and any help in getting the word out about this survey would be very much appreciated as we want to gather as much feedback as possible from across the District. A separate survey focusing on business feedback will be issued shortly.

Horsham District Council cannot tackle climate change on its own. We will be working closely with key organisations such as West Sussex County Council, as well as residents, businesses, parishes and local community groups, to work together to help achieve this. This public survey is one stage in this process.

The survey runs until 31 August.

Thank you very much in advance.

Best regards,
Sarah.

Sarah Hogben

Communications and Marketing Officer

Telephone: (

Email:



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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Horsham
District
Council

Share your views on the District's Draft Climate Action Strategy



We are aiming for the District to become carbon neutral by 2050 and we need your help.

The strategy will include a 10-year action plan for the Council, our key partners, and the wider community.

“have
your
say”

We would like your views on the draft Strategy. These views will help to shape the final Strategy and future actions.



Get involved at
www.horsham.gov.uk/climateactionstrategy

John Fullbrook

From: Steyning Parish Council - Clerk
Subject: FW: Adur River Landscape Recovery project

Dear all

I wanted to draw your attention to a consultation process that has just been launched, relating to the above project. This is two year project along the River Adur, from the estuary up to Knepp, to undertake studies to determine what changes could be made that would improve the water quality and biodiversity of the river. It is one of 22 projects across the country that is being funded by the Department of Environment, Farming and Rural Affairs. There are 27 farmers/landowners that are involved in the project. I should stress that no changes will be made along the river during this two year period.

An important part of the project is to understand how local people that live and work along the Adur use the river, what they think the important issues are affecting it and what changes they would like to see. An online survey has been developed by the project partners (including Knepp Wildland Foundation, Adur and Worthing District Council, Horsham District Council, Ouse & Adur Rivers Trust, Sussex Wildlife Trust and Wilder Horsham District). I will be distributing this to numerous organisations in the next few days which are based in your Parishes. .

The survey can be found [here](#) { [Adur River Recovery - initial public consultation](#) Have your say about your river! Survey (surveymonkey.co.uk)}. Please forward this to others that you think might be interested. We would ideally like responses by 10th August.

Please do contact me if you want further information.

Regards

Helen Peacock
Environmental Coordination Manager



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton