
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**

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.
- 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>

6.0 - HIGHWAY ITEMS – Briefing Note

6.1 – 20's Plenty Working Party

SPC has received a response from WSCC Highways department {Supporting paper 6.1.2} to the response it had sent {Supporting paper 6.1.1} as per agreed by this committee and via recommendation from the 20's plenty working party in July. This response was in relation to the outline scheme WSCC had proposed, but which did not cover all that had been hoped for within the original application.

In the light of the most recent communication from WSCC – item 6.1.2, the working party will be meeting soon to discuss possibly its final recommendation which in essence will be to decide whether the scheme in its final guise as per WSCC plans should proceed or not.

This item is on the agenda to inform members and residents, and also for councillors to make any other suggestions as to what the working party should consider. Perhaps as it is likely the last meeting of this working party, members could discuss whether the membership of the working party be extended to include other key stakeholders or wider representation from the existing groups.

6.2 – SPC Winter Plan 2023/24

Committee needs to discuss and agree the SPC Winter Plan 2023/24, so that it can be sent to WSCC and subject to it including any additional volunteer details. Members will also be invited to become volunteers themselves and to agree a mechanism to attract (publicise), for more volunteers to help the community in its time of need, come an inclement winter such as last year. There is also planned a working party for all volunteers who step forward so that they can be trained and informed as to what to do and where and when – if called upon to assist.

6.3 – TRO Project update

The Clerk will update on conversations with Cllr Linehan and site visits which have taken place since the last meeting.

6.4 – DMMO project update

1, Rifle Range Application - this DMMO application appears to be getting to the top of the WSCC list. Under the reports for the Planning and Rights of Way committee meeting on 5th Sept there is an update on work in progress, and under the SPC application it says work started on the report in May 2023 and there was a possibility of having it ready in September 2023. It may therefore come in time to be considered at the next committee meeting scheduled for 10.30am on 10th October. When the Charlton Court application was considered by WSCC, they were looking for an up to date resolution from SPC confirming their view that the paths had been used as of right from (in this case of the Rifle Range) 1989 to 2009 and that the Parish Council wished for a Definitive Map Modification Order to be made so the routes shown will be preserved as rights of way. It would be helpful at the hearing if this committee could consider passing a motion providing such a resolution for the Rifle Range application.

2, Mouse Lane link path application – SPC has received a decision notice on the 30th August – this is attached for members as a confidential supporting paper and will likely be released in a redacted form for residents' information – this can be agreed by members, as well as any other actions deemed necessary.

Notes of 9th 20mph Working Party Meeting held at the Steyning Centre on 3 July 2023 (v2)

Purpose: To discuss the possibility of implementing a 20mph speed limit in Steyning

Present:

Ian Alexander – Steyning Parish Council/Steyning & District Community Partnership (IA) - Chair

Geoff Barnard - Greening Steyning (GB) – notes

Russell Barnes - Steyning & District Business Chamber (RB)

Deborah Hanson (DH), **Andrew Sharp** (AS) - Steyning Parish Council

Mike Croker (MC) - Bramber Parish Council

Paul Linehan (PL) – WSCC (observer)

1. Appointment of Chair/Secretary

This was the first meeting of the 20mph Working Party since it was reconstituted by SPC following the May 2023 parish elections. IA offered to chair the group, and GB to take notes. This was agreed, with thanks.

2. Status of the 20mph Community Highways Scheme (CHS) Application

Following extensive work by the 20mph Working Party, and a broad-based survey to gauge public reactions, a CHS application for a 20mph zone was submitted to WSCC in summer 2021.

This was accepted as a candidate scheme by WSCC Highways Department in autumn 2021. As a first step in developing plans, speed data was collected in January 2023 on a number of roads in the town.

A proposal for the scheme was then developed by WSCC Highways Department, and this was forwarded to SPC by Cllr Linehan in May 2023.

This proposal sets out plans for a significantly reduced scheme compared to the original CHS application. Rather than covering the whole residential area of Steyning and adjoining parts of Bramber, it focuses on just the centre of Steyning, and adjoining roads (see attached plan).

Because of the parish elections, this was the first opportunity for the Working Party to meet and share their reactions to this proposal.

It should be noted that the Working Party have not seen any of the original speed data that has been collected or heard a full explanation of the rationale for the proposals. So these comments are based purely on the outline plans that have been presented.

3. Reactions to the Current Proposal

Views of different Working Party members were shared. The overwhelming consensus was that the current proposals are:

- Very disappointing – Given that some of the roads that the working party thought needed traffic calming were not included.
- Unambitious in their scope compared to the original CHS application
- Over-complicated compared to the earlier application – Levels of signage were more than expected.
- Seems expensive in terms of the benefits delivered – is the benefit worth the level of investment.
- Of doubtful value in terms of road traffic calming given that few of the roads included are places where speeding currently occurs.

Particular comments were that:

- It was both surprising and disappointing that most of the local roads where speeding is currently a problem are not covered by the scheme – notably, Clays Hill, Horsham Road, Newham Lane, Shootingfield, Kings Barn Lane and Roman Road.
- It is disappointing that it completely excludes Bramber from the proposed plan entirely, despite the fact that this was joint 2-parish application.
- The proposed boundary points for the scheme on Horsham Road, Bramber Road and Newham Lane are so close to the town centre that traffic has already slowed by then, so there is little point in having 20mph sign.
- It is surprising that Shootingfield has not been included given the acknowledged safety concerns around the school entrance.
- The proposed boundary point on Horsham Road by Penns Court will not help in improving safety on the dangerous, narrow stretch of road between there and the Grammar School and Leisure Centre where cars currently speed and pedestrians have to contend with a narrow and overgrown pavement.
- By excluding most of Kings Barn Lane the opportunity to link up with the proposed White Bridge Link footpath and cycleway is missed. The plan is that this will begin at the Kings Barn Lane corner and runs across the water meadow to Upper Beeding. It is hoped that this will become a new cycling and walking thoroughfare, and designed, in particular, for children to use to get to and from school.
- The plan seems to include an excessive number of roundels (16 in total) and repeater signs (25) which would clutter the urban landscape and would be largely unnecessary – as people are going slowly in those roads anyway.
- The proposal is more complicated to implement than the one suggested in the CHS application as it entails 7 entry points to the town, rather than 5.
- Steyning & District Business Chamber discussed this at a recent meeting. While nobody expressed any resistance, members questioned whether it would meet its objectives if implemented in the High Street, the level of signage, and whether it represented value for money.

- Several members of the group expressed their surprise at the proposals given the new West Sussex Speed Limit Policy which is very supportive of traffic calming and active travel schemes. In particular, the policy stresses that where existing speeds exceed the guideline (26mph for a 20mph zone) that does not mean the scheme should be ruled out. Rather it states that in such cases 'potential supporting measures and other road safety interventions should be considered'. It seems that no supportive measures have been considered in this proposal.
- Members of the Working Party would be interested to see the speed data that has been collected, and understand the rationale for why these locations were chosen for fitting speed loops, as none seemed to be fitted on roads where speeding is currently a problem.
- Given the range of concerns raised, the Working Party has questions on the value for money of the current proposals.

Input from Councillor Linehan

PL was able to clarify some of the background to the CHS process and explained that the normal procedure is for a proposed scheme to be put out to public consultation before a final decision is made. He also advised that he is working on a separate project for pedestrian safety improvements around the Shooting Field school entrance.

He mentioned that he is thinking of conducting a separate survey of residents to gauge the level of support before giving his backing to the scheme.

Next steps

Time is of the essence as the current scheme is in the WSCC system with a view to completing the work in FY 2023/24.

The Working Party agreed that it would like to engage with WSCC Highways Team as soon as possible to:

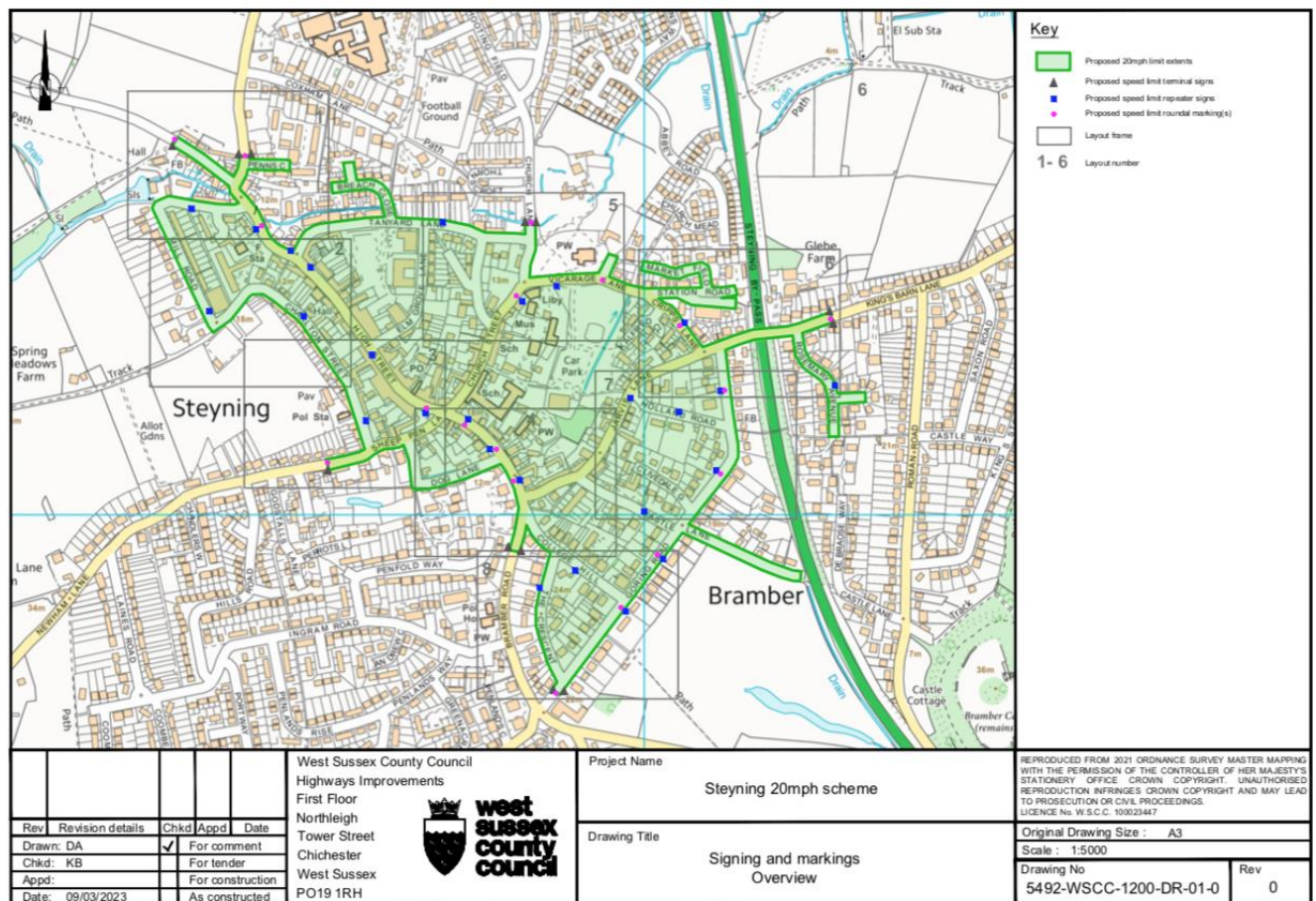
- Understand the rationale for the current proposals better.
- See and understand in detail the speed data that has collected.
- Discuss whether any amendments are possible that would make it more ambitious and it bring the scheme back in line with the original application.
- Discuss the timeframe and process going forward for implementing these or any amended plans.
- Explain the funding implications of the current and any amended proposal.

The Working Party will ask the Steyning Parish Clerk to pass on these minutes and invite a representative from the WSCC Highways Team to the next meeting of the Working Party.

Next meeting: As soon as possible, once the availability of the WSCC Highways Team has been confirmed.

7 July 2023

Proposed Plan for 20mph Zone



Response from WSCC Highways Dept.

1. It was both surprising and disappointing that most of the local roads where speeding is currently a problem are not covered by the scheme – notably, Clays Hill, Horsham Road, Newham Lane, Shooting Field, Kings Barn Lane and Roman Road.

I appreciate that the working party is disappointed by the extent of the proposed scheme, and that they have pointed to the roads named above in particular as being worthy of inclusion in the 20mph zone.

As we've pointed out in previous responses, the County Council does not automatically recommend reducing speed limits where there already appears to be a compliance issue with existing speed limits. In fact, Clays Hill represents a clear example of why caution is required when lowering speed limits. This road was previously a 40mph zone until approximately thirteen years ago. It was then made a 30mph zone thanks to an exemption in the speed policy and in the face of resistance from Sussex Police. Average speeds on Clays Hill indicate that lowering the speed limit had very little impact on driver behaviour. The County Council now regularly receives reports from local residents that motorists ignore the 30mph speed limit due to the fact that a vast majority of motorists drive to the apparent conditions of the road. Our view is that, were we were to reduce the speed limit on Clays Hill even further to 20mph, we would simply exacerbate the non-compliance issue in the area. Worse, we could encourage a more dangerous situation in which pedestrians behave in a way which is appropriate to a 20mph zone, while motorists continue to treat the road as if it is a 40mph zone. The area to the north of Steyning, on Horsham Road, is also unlikely to result in high levels of compliance were it to be made a 20mph zone, as evidenced by the average speeds (approx.. 30mph)

The County Council is aware of the safety concerns for pedestrians in the area around the primary school on Shooting Field, and our view is that this issue is not one of excessive speeds, but rather, safe pedestrian connections and compliance with parking restrictions. For this reason, we have proposed to the local member that a new and independent Community Highway Scheme should be progressed which looks specifically at improving pedestrian footway connections on Shooting Field.

Across the scheme as a whole, we have sought to reduce the speed limit to 20mph where conditions appeared appropriate, where we felt there was a reasonable chance of motorists broadly complying with the new speed limit, and with a mind to the fact that increasing the scheme's extent would also mean increasing its budget. Based on this criteria we attempted to come up with extents for the 20mph zone that were deliverable within budget.

2/ It is disappointing that it completely excludes Bramber from the proposed plan entirely, despite the fact that this was joint 2-parish application.

When we carried out studies into the proposed scheme, it became clear that there was some casualty data in Steyning resulting from speed-related issues, and this was primarily centred around the High Street in Steyning. This allowed us to justify budget expenditure on the proposal.

By comparison, there is no road traffic incident data for Bramber at all. Given that we are required to be evidence-led in our traffic engineering solutions, and given that we are working within a budget for these proposals, the decision was made to exclude Bramber from the scheme. This could be subject to an independent CHS application in the future.

3) The proposed boundary points for the scheme on Horsham Road, Bramber Road and Newham Lane are so close to the town centre that traffic has already slowed by then, so there is little point in having 20mph sign.

I take this point to be an objection to the extent of the scheme, and therefore refer to points made previously.

4/ It is surprising that Shooting Field has not been included given the acknowledged safety concerns around the school entrance.

Please see previous points made.

5/ The proposed boundary point on Horsham Road by Penns Court will not help in improving safety on the dangerous, narrow stretch of road between there and the Grammar School and Leisure Centre where cars currently speed, and pedestrians have to contend with a narrow and overgrown pavement.

We are required to conform with our speed policy, which seeks to achieve some consistency of speed setting across the county, and which also seeks to allow for the implementation of realistic speed setting in order to avoid a situation where a great number of speed limits are ignored by motorists, as has been the case with the speed reduction to 30mph on Clays Hill. The danger of unrealistic speed setting is that, because the police simply do not have the resource to enforce many of the speed limits around the county, we may, over time, come to a point where motorists broadly take speed limits as advisory rather than compulsory because they are aware that they can continue to drive above the speed limit with no consequences, and they are also aware that some speed limits do not match with a broadly-held sense of what a safe driving speed is.

The means by which we conform with the speed policy is by taking speed data and only lowering speed limits where average speeds are reasonably close to the desired speed limit. The area on Horsham Road close to the Grammar School has average speeds of 30mph and therefore is well beyond the threshold speed at which we can consider a 20mph zone.

To elaborate on this slightly, and to address the responses from the working party more generally: the working party seems to be under the impression that the automatic response to speeding on a given road is to reduce the speed limit. It is absolutely not the case that simply lowering speed limits will result in significantly lower traffic speeds, and there is abundant evidence for this across the country, the county, and indeed in Steyning itself. Some realism must be applied when hoping to achieve compliance with proposed speed limits. Average speed data, allied with the consistent application of a speed policy, provides us with this realistic approach.

6/ By excluding most of Kings Barn Lane the opportunity to link up with the proposed White Bridge Link footpath and cycleway is missed. The plan is that this will begin at the Kings Barn Lane corner and runs across the water meadow to Upper Beeding. It is hoped that this will become a new cycling and walking thoroughfare, and designed, in particular, for children to use to get to and from school.

I appreciate that it would be desirable to widen the proposed 20mph so that it incorporates the proposed cycling link. Unfortunately, there is simply no suitable location on Kings Barn Lane north of the point where the cycle link will emerge on to the carriageway where we can install 20mph terminal signs. I propose that we look at this again, and possibly extend the 20mph zone via a TRO, if funding can be found as part of the cycling link development to secure a suitable location for terminal signs.

7/ The plan seems to include an excessive number of roundels (16 in total) and repeater signs (25) which would clutter the urban landscape and would be largely unnecessary – as people are going slowly in those roads anyway.

Under guidance provided in the Traffic Signs Manual Chapter 3 we are required to provide repeater signs in all speed limit zones (with the exception of 30mph zones in street lit areas) at regular intervals. We have complied with this requirement in the detailed design for the scheme. Were we not to install repeater signs the speed limit would not be legally enforceable.

The number of roundels in the design was prompted by the desire that motorists comply with the new speed limit. There is some evidence that this road marking can have a small but meaningful effect on average speeds.

8/ The proposal is more complicated to implement than the one suggested in the CHS application as it entails 7 entry points to the town, rather than 5.

If the phrase ‘complicated to implement’ refers to the amount of signage required for the scheme, this is inaccurate. A larger scale to the scheme would be more complicated to implement, at least in the sense that it would require more sign locations if we were to comply with the requirement for repeater signs and make the speed limit legally enforceable.

9. Steyning & District Business Chamber discussed this at a recent meeting. While nobody expressed any resistance, members questioned whether it would meet its objectives if implemented in the High Street, the level of signage, and whether it represented value for money.

Regarding the level of signage, please refer to previous responses.

Regarding meeting its objectives and value for money, this will be assessed by gathering speed data after the scheme has been implemented. Also see response to point 11.

10/ Several members of the group expressed their surprise at the proposals given the new West Sussex Speed Limit Policy which is very supportive of traffic calming and active travel schemes. In particular, the policy stresses that where existing speeds exceed the guideline (26mph for a 20mph zone) that does not mean the scheme should be ruled out. Rather it states that in such cases 'potential supporting measures and other road safety interventions should be considered'. It seems that no supportive measures have been considered in this proposal.

The requirement for extra measures has been utilised where speed data was very close to the threshold speed, and where the extra measures could therefore be constituted by additional lining such as roundels. However, in areas such Clay Lane and Horsham Road, where the speed data was well over the required threshold, any extra measure would necessarily have taken the form of such traffic calming as build-outs, priority systems or speed humps. The new speed policy allows for extra measures on the basis that these engineering solutions will then bring the average speeds down to the required level. There simply was not scope in the budget to consider such expensive engineering measures at the numerous sites required.

11/ Given the range of concerns raised, the Working Party has questions on the value for money of the current proposals.

I appreciate the working party's concern regarding value for money. This is quite a difficult thing to assess, even though we would seek to measure average speeds once the new limit has had time to bed in. Alongside any reduced average speeds of traffic, there are factors such as the added confidence of pedestrians and cyclists in the areas subject to the new speed limit, which is of course very hard to quantify.

Our current actual expenditure on the scheme is £12,000. Whilst we would be disappointed to see this go to waste, it is the case that we would not seek to implement the scheme were we to lose the support of local stakeholders. The current total budget for the scheme is £53,000, which includes consultant design costs and construction. This is quite a high figure for a speed reduction scheme, and I think it's extremely unlikely that we can secure additional funding for an increase in the scope of the scheme.

On the point about budgets, we initially suggested a figure of £90k/£73k based on early estimates of costs. There's a slightly bureaucratic background to this, but because this scheme (along with a dozen or so other schemes) was added in later to our procurement process (which allows for additional works to be awarded to a contractor so long as this doesn't exceed 50% of the original value of the tender) we had only an estimated cost for the scheme for quite some time. This is the figure I quoted. Once we had a design, we were then able to receive a formal tender price from our contractor, and this then constituted our budget 'ask' from the Integrated Transport Block, the source of the majority of Community Highway Scheme funding.

STEYNING PARISH COUNCIL WINTER MAINTENANCE PLAN

AUTUMN 2023- SPRING 2024

1. Contacts

Pre-winter preparedness – active.communities@westsussex.gov.uk

Sue Furlong - Community Initiatives Principal Theme Lead

Partnerships and Communities Team

Communities & Public Protection

West Sussex County Council

2nd Floor, East Wing

County Hall, Chichester

During 1st November to 30th April – 01243 642105 or use the online link
[raise a highways related enquiry](#)

Steyping Parish Council contacts

Name	E-mail	Telephone	Mobile
Deputy Clerk, Hazel Roxby	hazel.roxby@steypingpc.gov.uk	01903 812042	
Clerk, John Fullbrook	John.fullbrook@steypingpc.gov.uk	01903 812042	
Tessa Eckert	Tessa.eckert@steypingpc.gov.uk	01903 812042	

Please use email hazel.roxby@steypingpc.gov.uk for daily email of winter reports.

A pre-snow event statement will be issued by WSCC by e-mail to all those who have been established as the Community Local Winter Maintenance Plan point of contact, to advise when to start implementing the plan and to indicate the likelihood of a prolonged snow event.

The daily decision is issued via WSCC gritting on twitter between 1st October & 31st April. All Parish, Town and Neighbourhood Councils are encouraged to sign up to receive regular tweets or view the daily decision updates on www.twitter.com/wswccgritting. Other information on the winter service can be found on WSCC's web site: www.westsussex.gov.uk.

SPC should sign up to the WSCC gritter twitter on: www.twitter.com/wswccgritting and the Clerk or Deputy Clerk should check the daily decision.

2. Grit/Salt Bins in Steyning

The following is a list of permanent grit/salt bins (Black 'Heritage' Design or green), the majority have been in place in Steyning since July 2018, with two additions since.

Position of Permanent Grit/Salt bins	In place	Checked August 2023
Bramber Road near junction with Jarvis Lane, outside Dental Surgery (photo 1)	Y	
High Street, outside White Horse between 2 BT units (photo 2)	Y	
High Street, outside Bus Shelter, on right facing (photo 3)	Y	
High Street, by the wall to Star Pub, next to refuse bin (photo 4)	Y	
Penns Court bin store, in green dustbin marked SULO (needs remarking) (photo 5)	Y	
Steyning Health Centre, Tanyard Lane, green grit/salt bin (photo 6)	Y	
At crest of Penlands Vale, outside Nos 55-57 (photo 7)	Y	
Kings Barn Villas, on grass verge by Kings Barn Lane road sign (photo 8)	Y	
Entrance to Fletcher's Croft Car Park on hard standing on grass (photo 9)	Y	
Roman Road, at junction of King's Stone Ave by telephone box (photo 10)	Y	
White Horse Square, In front of flint wall to left of entrance to Tester/Pilgrim Cottage/Myatts (photo 11)	Y	
Corner of Bostal Road/Goring Road in front of grass bank (photo 12)	Y	
In a layby on the righthand side of the road in Mouse Lane	y	
Right Hand side of entrance to Fairs Field Homes	y	

Photos of Locations for Permanent Grit/Salt Bins:



No. 1 Bramber Road, near junction with Jarvis Lane



No. 2 High Street, outside White Horse



No.3 High Street, Bus Shelter



No.4 High Street, by The Star



No. 5 Penns Court (in green dustbin marked Sulo)



No. 6 Steyning Health Centre



No. 7 55-57 Penlands Vale



No. 8 Kings Barn Villas



No. 9 – Entrance to Fletcher's Croft car park



No. 10 Roman Road at junction with King's Stone Avenue



No. 11 White Horse Square



No. 12 Corner of Bostal Road, opposite Goring Road



No 13 Lay-by in Mouse Lane



No 14 Entrance to Fairs Field Homes, Charlton Street

The bins will remain the property of WSCC but will be available for public use. Should the bins be damaged or stolen, it is unlikely that the County Council will replace them.

3. Grit/Salt Bags

The following is a list of additional temporary sites for grit/salt bags, in order of priority:

Position of temporary grit/salt bags to be put in place by SPC contractor in case of icy weather	Date in place	Date removed
Corner of Jarvis Lane and Holland Road on grass verge by telegraph pole (photo 13)		
Corner of Coxham Lane and Horsham Road on grass verge between road sign and refuse bin (photo 14)		
Shootingfield on grass corner of Middlemead (photo 15)		
Newham Lane, between junctions with Hills Rd and Godstalls Lane (photo 16)		
On grass island at end of Laines Road/Coombe Road (photo 17)		
Corner of Andrew Close (photo 18)		
Penlands Way/Ingram Road junction (photo 19)		
Junction Church Lane and Tanyard Lane/Shootingfield (photo 20)		



No. 15 Jarvis Lane/Holland Road



No. 16 Coxham Lane/Horsham Road



No. 17 Shootingfield/MiddleMead



No. 18 Newham Lane, between Godstalls Lane and Hills Road



No. 19 Laines Road/Coombe Road



No. 20 Andrew Close/Ingram Road



No. 21 Penlands Way/ Ingram Road



No. 22 Church Lane/Tanyard Lane/Shootingfield

4. Grit/Salt

WSCC has informed parishes that there will be no extra deliveries of salt/grit mix during the winter. Deliveries of bags of grit/salt and the refilling of permanent bins will take place between September and October 2023.

If required, later in the winter to facilitate the SPC winter maintenance plan, we would like WSCC to deliver any additional bags of mixture to deliver to The Steyning Centre. See Section 7 for storage details

Priority Roads

WSCC has stated that although there is no maximum figure for the work to clear roads etc., WSCC would expect to cover reasonable costs. Therefore it is important to identify the routes to be cleared.

The following are the roads to be cleared by SPC contractors if severe weather persists but after clearance with WSCC who will pay.

First Priority Roads

1. Bramber Road/High Street/Horsham Road from Maudlin Lane through to Leisure Centre (*marked WSCC salting route*)
2. Shooting Field
3. Tanyard Lane
4. Church Street to include Church Lane
5. Vicarage Lane to Roman Road
6. Entrance roads to Newmans Gardens Car Park and the Health Centre
7. Newham Lane to Hills Road
8. Ingram Road to Penlands Rise

Second Priority Roads

1. Penns Court
2. Sir Georges Place
3. Charlton Street
4. Middlemead and Henderson Walk
5. Abbey Road/ Churchmead
6. Roman Road
7. Goring Road
8. Penlands Way
9. Portway/Hills Road
10. Maudlin Lane
11. Coombe Road

5. Use of Contractors in Severe Conditions

The following individuals are our principal contractors for keeping the roads and pavements clear of snow and gritted in icy conditions.

1. Mark Streeter Mobile – [REDACTED] – Email- hroxby@hotmail.com

[REDACTED]
Steyping, West Sussex

[REDACTED]
Public liability insurance cover details are attached

It has been confirmed by WSCC that listed contractors are permitted to use red diesel.

Where possible, specialist equipment such as snow ploughs or blades should be used. Front loading buckets can be used but care is urged to minimise the risk of damage to the highway. Farmers / contractors should be advised to be careful of cats-eyes, utility covers and drains when working to clear snow.

The risk to the public from any damage to the highway is covered by the required £5m Public Liability Insurance. The County Council will maintain the public highway if damage is incurred but if reckless behaviour is evident then the County may pursue for costs.

[WSCC has stated that where storage cannot be found within a parish, collections may be made from the WSCC Broadbridge Heath depot (24hr notice must be given and collections can only be made between 9-3pm on weekdays only). This is unlikely to be an option for SPC.]

6. Delivery and Storage of hippo bags of grit/salt mix

Hippo bags of grit/salt mix must be stored under cover or under a tarpaulin.

Location/Contractor	Number of bags of grit/salt mix	Tarpaulin
Steyning Centre	3 bags	1

a. Steyning Centre

Fletcher's Croft
Steyning
BN44 3XZ

3 bags of grit/salt mix and a tarpaulin can be stored here.

6. Using Volunteers to Keep Twittens and Pavements Clear

Name	Address	Tel	Area to cover	Advice on snow clearing and salt spreading given?
Mrs M Alexander			Twittens Roman Road to Goring Road	y
Mr I Alexander			King's Barn Bridge	y

Updated 15th August 2023 HMR

Order Decision

Site visit undertaken on 1 August 2023

by A Behn Dip MS MIPROW

An Inspector appointed by the Secretary of State for Environment, Food and Rural Affairs

Decision date: 30 August 2023

Order Ref: ROW/3291861

- This Order is made under Section 53(2)(b) of the Wildlife and Countryside Act 1981 and is known as The West Sussex County Council (Chanctonbury No.1 (Steyning) (Addition of a footpath)) Definitive Map Modification Order 2020.
- The Order is dated 29 December 2020 and proposes to modify the Definitive Map and Statement (DMS) for the area by adding a public footpath as shown on the Order plan and described in the Order Schedule.
- There was one objection outstanding when West Sussex County Council submitted the Order to the Secretary of State for Environment, Food and Rural Affairs for confirmation, with 2 representations of support being received subsequent to the submission.

Summary of Decision: The Order is confirmed subject to the modification set out in the Formal Decision.

Preliminary Matters

1. In February 2019, an application to add a footpath in the parish of Steyning to the Definitive Map and Statement for West Sussex was made by Steyning Parish Council (SPC). In November 2020 after due investigation, West Sussex County Council (WSCC) consented to make an Order which, following advertisement, received one objection.
2. I made an unaccompanied site visit on 1 August 2023 when I was able to walk the entirety of the Order route.
3. In writing this decision I have found it convenient to refer to points marked on the Order Plan, and I therefore attach a copy of this plan.

The Main Issues

4. The Order has been made under section 53(2)(b) of the Wildlife and Countryside Act 1981 (the 1981 Act) on the occurrence of an event specified in sub-section 53(3)(c)(i) of that Act. Accordingly, the main issue is whether the evidence discovered, when considered with all other evidence available, is sufficient to show that a public right of way not shown on the definitive map and statement, subsists over land to which the map relates.
5. Whilst it suffices under section 53(3)(c)(i) for a public right of way to be reasonably alleged to subsist to make a Modification Order, the standard of proof is higher for it to be confirmed. At this stage, the evidence is required to show, on the balance of probabilities that a right of way subsists.

6. The evidence in support of this case comprises of User Evidence Forms (UEFs). As a result, the statutory requirements of Section 31 of the Highways Act 1980 (the 1980 Act) are relevant. This sets out that where a way has been enjoyed by the public as of right and without interruption for a full period of twenty years, the way is to be deemed to have been dedicated as a highway unless there is sufficient evidence that there was no intention during that period to dedicate it. The period of twenty years referred to, is to be calculated retrospectively from the date when the right of the public to use the way was brought into question.
7. If statutory dedication is not applicable, I shall consider whether an implication of dedication has been shown at common law. Common law requires me to consider whether the use of the path and the actions of the landowner have been of such a nature that the dedication of the path by the landowner can be inferred.
8. WSCC undertook some documentary research whilst investigating this case. As regards the documentary evidence adduced, Section 32 of the 1980 Act requires a court or tribunal to take into consideration any map, plan or history of the locality, or other relevant document provided as evidence, giving it such weight as is appropriate, before determining whether a way has been dedicated as a highway.

Reasoning

Documentary Evidence

9. WSCC researched a number of sources of historic mapping, which did not reveal any supporting evidence for a public right of way of any antiquity. The County Council archive records and the Parish records were also consulted.
10. Correspondence was found from 1974 between Mrs How who was a previous tenant of the land, a local resident and WSCC concerning the matter of trespassing and the ploughing up of the rights of way in the area of Mouse Lane. The resident requested advice from the Council regarding what could be done about the conditions of the footpaths along Mouse Lane and Charlton Cottages, which is close to Point A on the claimed route.
11. In a letter from SPC from May 1990, the claimed route was suggested as one of a number of new right of ways that could be added to the DMS. The letter did not detail if the claimed route was used by the public at that time.
12. In 1991 a letter on behalf of the current landowner was sent to WSCC as a result of a complaint concerning the nearby Public Footpath 2713. The correspondence mentioned the claimed route saying, 'Up to now I understand the farmer has allowed local people to walk through the farmyard itself.' The letter went on to say that it was likely this privilege would be withdrawn. This letter suggests that the public used the route at this time and that maybe use was 'permissive,' although it was unclear whether it was acquiescence on the part of the landowner rather than express permission being granted.
13. A further letter was found from 1994, wherein the correspondent was complaining to WSCC about the condition of Bridleway 2714. The correspondent asked if it were possible to upgrade the footpath that ran from the Steyning Comprehensive School in Steyning to Mouse Lane via Charlton Court, to a bridleway as it would allow safe passage for equestrians. It appears from this letter that the correspondent thought the claimed route was a public footpath.

14. The letters from the archive suggest that the claimed route was being used by the public from as early as 1974, albeit it is unclear as to the frequency of use and whether it was as of right. Correspondingly although the letters offer some reputation of the claimed route being used by the public, they hold little weight, and the claim relies principally on whether statutory dedication has occurred under Section 31 of the 1980 Act.

Statutory dedication

When the status of the claimed route was brought into question.

15. The claimed route was used by permission from 2009, as part of a Higher-Level Stewardship Scheme (HLSS), which expired in May 2019. It was following this expiration that the application was made by SPC to add the claimed route to the DMS for the area.
16. Albeit the claim was made in 2019, use was permissive for the previous 10 years. Accordingly the earliest date of bringing into question the public's right to use the claimed route, would be from the establishment of the permissive path in 2009. Therefore, the twenty-year period to be considered for the purpose of statutory dedication is 1989-2009 (the relevant period).

Evidence of use by the public.

17. Thirteen UEF's were initially provided in support of use of the claimed route, all stating use in excess of twenty years. Nine of the users encompassed the entire relevant period, with the rest evidencing use for the majority of the relevant period. However two users sought the permission of the occupier of Charlton Court, whom they were visiting and one was a tenant of one of the properties on the claimed route.
18. Nine further UEF's were submitted by SPC following submission of the Order to the Secretary of State. Of these, one user had sought permission from a Mrs Bines with the remaining eight having not sought or been given permission. Five users had walked the Order route for the entire relevant period and three for the latter part of the relevant period.
19. Earliest use of the claimed route appears to be from 1954, with travel being mostly on foot. Frequency of use ranged from daily to 3 times per annum and none of the users were told the route was not public, were turned back or were challenged. Other people were often seen when using the route, mostly walkers, but some cycle and equestrian use was also observed.
20. Evidence submitted shows that usage was predominantly recreational with many users incorporating the claimed route as part of longer circular walks, due to the application route linking up at both termini with public rights of way. Journeys were made for exercise, for walking dogs or as part of an onward journey to other destinations.
21. Many users recall seeing gates on the Order route, some stating that they were closed but not locked, another saying they were locked at times. However use of the claimed route did not appear to be by force as most stated there was a well-trodden path to the side of the gates, which was evident on the photographs submitted as well as on my site visit.

22. Two users noted a sign on one of the gates which stated: 'No bikes, or horses, dogs must be kept on a lead.' The same users also provided images of the permissive footpath signs provided under the HLSS with Natural England. No users reported seeing any signs that the route could not be used on foot.
23. Two statements of support were received following the submission of the Order to the Secretary of State. These representations were made by serving members of SPC but were written in a personal capacity. Mr Goldsmith stated he had used the claimed route from 1963 until 2007 for dog walking. He recalled that there were no signs to indicate that access was forbidden and as he saw other walkers, many of whom were local residents, he assumed that the route was a public right of way.
24. Mr Campbell began walking the path with his wife in 1987 and used the route as a circular walk or to buy eggs from the occupier of a premises near Point A of the claimed route. They used the track about 6 times per annum and saw other people using the route, so assumed it was a public right of way and that their use was as of right. Their use decreased from 1997 but they stated they still use the track to this current day. Mr Campbell recalled that a locked gate was in situ for as long as he could remember, but that there had always been a well-worn track to the side of it. He also recalled a sign that advised that dogs should be kept on a lead and that horses and vehicles were not permitted.
25. Mr Barling, former chairman of SPC and County Councillor also supported the Order, advising that he had also used the claimed route in a personal capacity.

Conclusions on evidence of use by the public

26. Discounting the permissive use there is substantial evidence from 18 users claiming use of the Order route, as of right, both during the relevant period and in the case of several users, before that time period also. Their use appears to be open, without secrecy and without use of force.
27. Having regard to the above, I find that there is sufficient user evidence to raise a presumption of the dedication of a public footpath. Therefore, the first part of the statutory test is satisfied.

Evidence of the landowner

28. The landowner had grown up on the estate and considered the footpath permissive since 2009. He recalled a gate which he stated was locked for as long as he could remember and that permission to use the route had only been granted for tenants and the owners of Charlton Court. The user evidence forms correlate with the recollection of the landowner regarding the existence of the gate, although as was quite evident from the photographs submitted, there was a clear trodden path to the sides of both gates located on the Order route, and this was stated to be the path always travelled by the users.
29. A letter was written to the landowner's father in 1999 asking whether a permissive bridleway could be permitted on the claimed route. The content concerned horses from a local livery stable and the danger that egress onto local roads posed to them. The letter acknowledged that access to the route had been withdrawn due to abuse of use of the route by a local resident, however it is unclear from the letter whether the access that was withdrawn, was for people on horseback, or for all users. The user evidence indicates that access had never obstructed, and so I am

inclined to believe that this particular letter may have been referring to equestrian use of the claimed route.

30. The landowner also stated that the previous tenant Mrs How had been ardent in her efforts to stop the public trespassing on the land. This correlates with the letters found in the Council archives, however these efforts appear to be general in relation to the land, rather than being specific to the claimed route and were outside of the relevant period.
31. The landowner advised that a Section 31(6) Deposit and Statement had been made in 2013 in which the claimed route was not acknowledged as a right of way. Documents are before me that confirm that this deposit and declaration were made, however 2013 falls outside of the relevant period of 1989-2009.

Other evidence

32. The current tenant farmer advised that he had rented the land over which the claimed route runs for 36 years and that prior to this he had been the Farm Manager. He acknowledged the permissive use but did not consider that the path was a public right of way and had been advised by the property owner that this was the case. The tenant farmer advised that he had never given anyone permission to use the route and had turned back users many times prior to 2009, albeit he also said it was not used regularly prior to 2009.
33. An adjoining landowner James Fottit also submitted that the claimed route was not a public right of way but was permissive only, stating he was advised as such by his solicitor when purchasing the property. However he was not a landowner during the relevant period and consequently his evidence falls outside of the relevant period.
34. Mrs Cooper was a tenant of land adjoining the claimed route for 22 years and thought that the path had always been permissive. She frequently saw people using the route on foot, often with dogs and stated there was a padlocked gate with a gap by the side. She had turned back cyclists on occasion although dates were not given, and she recalls a notice that stated 'No vehicles, cyclists, or horse riders. Dogs to be kept on lead.'

Conclusions on landowner and other evidence

35. It is apparent from the written testimony of the landowner, that he did not intend to dedicate the claimed route as a public footpath, and in later years following the relevant period, coherent actions were taken, such as permissive signs being erected and a Section 31(6) Deposit and Statement being made.
36. However during the relevant period of 1989-2009, there is little contemporaneous evidence that this lack of intention to dedicate was made clear to users of the path. There is no evidence of signs being erected and although two locked gates were in situ, the gaps to the side were evidently used. The fact that during the period the path was permissive, the gates remained locked with users walking to the side indicates that the gates were never considered an obstruction to walkers, by any of the parties.
37. Although the tenant farmer stated that he turned people away during the relevant period, this conflicts with all of the users, who state they were never challenged.

38. There is suggestion from a letter in 1991 that use of the route was possibly going to be revoked in 1991, however the letter indicated a possible intention and there is no evidence that this then actually occurred. There is also suggestion that use may have been interrupted in 1999, but the letter in question is not clear on what type of use had been withdrawn and it may have been relating to equestrian use, as this was the subject of the letter.
39. On balance, I find there is insufficient evidence of positive action taken by the landowner during the relevant period to demonstrate to the public at large that there was a lack of intention to dedicate a footpath.

Conclusions on statutory dedication.

40. The Council when resolving to make the Order, although understanding the objections to the making of the Order from the landowners to the claimed route, felt that it was impossible not to find that public use 'as of right' had been demonstrated. However they were unsure whether the conflicting evidence of the landowner and occupiers would enable the Order to pass the 'balance of probabilities test.' I equally find the user evidence both consistent in content and sufficient in quantity, to raise a presumption of dedication.
41. Turning to the landowner evidence, whilst there appears to be a lack of intention of the landowner to dedicate, it was not overtly communicated to the public during the relevant period. Although there are letters that suggested use was possibly going to be revoked in 1991 there is no evidence this actually happened and the letter mentioning a revocation of use in 1999 is notable, but the type of use actually revoked was unclear. It is evident that a considerable number of users stated they walked the Order route unimpeded and unchallenged during 1999, which suggests that any revocation was likely to have been for equestrian users as this was the subject that the 1999 letter was pertaining to.
42. I have concluded that the user evidence is sufficient to raise a presumption that the claimed route has been dedicated as a public footpath. In addition, there is insufficient evidence that the landowner demonstrated to the public, a lack of intention to dedicate a footpath during the relevant period. Therefore, I conclude on the balance of probabilities that a public footpath subsists. In light of this conclusion, there is no need for me to address the evidence in the context of common law dedication.
43. There are two locked gates on the Order route, whereby access runs via a gap to the side. I regard these as limitations and accordingly will modify the Order to record them as such.

Other matters

44. Following the making of the Order, an objection was received from James and Emma Arnold, who are owners of a property adjacent to the claimed route. They made various representations to the Order.
45. They submitted that as there was already a nearby public footpath giving access to the Downs, there was no need to create another one. They also felt that as there was already permissive access along the claimed route, there was no reason to 'upgrade' it as they were not aware that the landowner had ever closed the path historically or was likely to do so in the future.

46. The objectors were understandably troubled that their property had suffered damage and vandalism and they felt that if the Order route remained a permissive path, they would be able to ask the landowner to ban the perpetrators from using the route. The objectors were concerned that this would not be possible should the claimed route become a public right of way.
47. They also felt that the permissive path status allowed flexibility for all parties with regard to any future necessity to temporarily close the path whilst works were undertaken on buildings adjacent to the claimed route. To apply for temporary closure would they felt, cause a financial burden for them and an administrative burden for the Council.
48. On a more general note the objectors were concerned that up-grading permissive paths against the will of the landowner would discourage landowners from granting permissive paths in the future, thereby reducing access to the countryside.
49. I recognise all of the above as very real and genuine concerns, however, the legal tests on which this case must be determined do not allow for consideration of such matters as necessity, desirability, security, safety and financial or administrative burden.

Conclusion

50. Having regard to these and all other matters raised in the written representations, I conclude that the Order should be confirmed with modification.

Formal Decision

51. I confirm the Order subject to the following modification:

- On the Schedule, add:

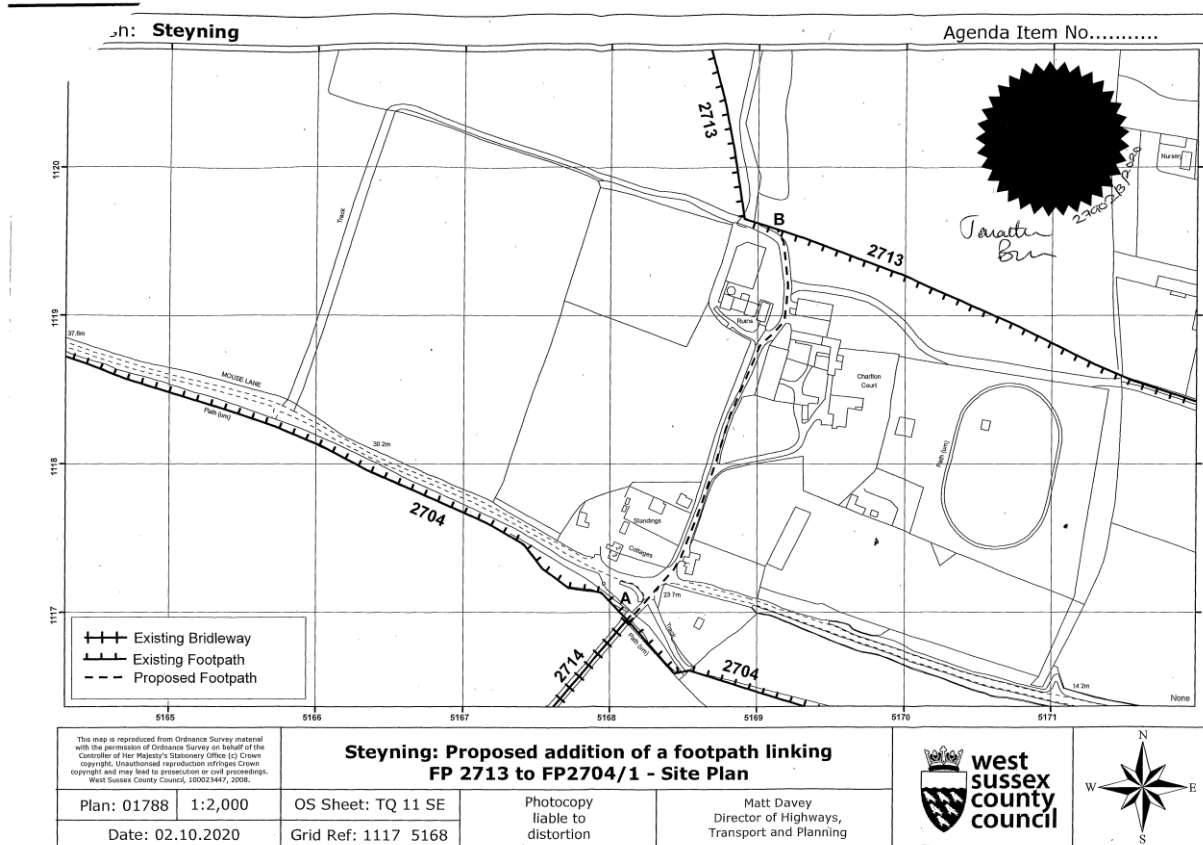
PART III

Limitations

There are two gates located on the public footpath with the route running by way of a gap to the side of the gates.

A Behn

INSPECTOR



John Fullbrook

From: John Fullbrook
Sent: 30 August 2023 15:16
To: Steyning Parish Council - Clerk
Subject: Abbey Rd working Party Sat 19th Aug,

Item 7.1 Briefing Note

Last Work day To do list was as follows – {Saturday 19th August, and as per list communicated by Roger to the volunteers}

Jobs we could do:-

- Top priority is to cut the grass paths and trim overhanging vegetation. (esp path adj to the stream)
- start to clear the glade a little, so the newly planted shrubs/trees have more space and light. ?Cut dead Goat Willow out and stash on perimeter. Cut Weeping Willow overhanging Field Maple. Remove competing Field Maple.
- cut brambles in the Silver Birch mound
- clear around all our new trees again.
- clear around tree stump bench.
- Close off path south of pond with brash. (Gets waterlogged/impassable in winter)
- Cut nettles again in front of old pond area.
- Grass has now been cut by contractors along our string line towards the orchard. Some tidying up needed where they missed a few bits.

PS. There are loads of large ripe Blackberries, so bring a box if you want some.

Roger spotted these lovely male and female (top of picture) Brown Argus butterflies today on the Ragwort flowers in the meadow.



Mouse Lane improvements Working Party Meeting - Notes

Date and time convened – 15th August 2023 @ 10am.

Clerked by – J. Fullbrook

Members attending – Cllr Young (also a Mouse Lane resident).

Other Attendees – Mr Richard Pike {resident}, Ms. Lisa Lewis-Yallop {resident}, Mr Richard Goring {Wiston Estate}, Cllr Chris Young, Michael Murphy {Wiston Estate}, and Mr George Gordon {resident}.

Reasons for convening this meeting.

Following the initial meeting on site in Mouse Lane with a number of local resident and Wiston Estate representatives on the 11th January 23, it was agreed to source some quotes for remedial works. These quotes were distributed among working party members and the main reason for this meeting was to review these quotes which had been obtained by the Wiston Estate Team and to see if revised quotes or a greater scope of works was required before funding applications were to be looked at.

For ref. the motion by which the working party was brought into being Mouse Lane Flooding issues.

*This issue was raised by a local resident and the clerk had suggested a working party be convened on site to further understand what the problem was and then whether a joint grant funding application be progressed. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC set up a working party with two SPC members – from this committee, plus invite the County Councillor, the landowner and up to two concerned residents. **Agreed 4 For, 3 Abstained.** Cllrs Hanson and S Alexander put their names forward and clerk to contact other parties and arrange meeting.*

Brief Notes from the Meeting

As compiled by J Fullbrook.

- The quotes as prepared by Landbuild contractors were discussed, and as RG explained, one was now somewhat out of date as some remedial works along the lane had been completed by WSCC.
- MM & RG agreed that there were some checks required to swales, culverts, grips and sumps on the estate and which led to Mouse Lane, which they would undertake with WSCC needing to deal with the jetting of pipes and culverts towards the Star – Cllr Linehan to be contacted by JF or CY to progress this issue.
- In terms of the quotes the nature and type of resurfacing was discussed at length with permeable membranes such as grasscrete, or concrete and tarmac options being debated.
- It was resolved that MM goes back to revisit the scope of works with Landbuild, based upon the groups thoughts so that amended quotes could be obtained, and so that another meeting could then be convened to discuss these options.
- It was further suggested that previous to that meeting JF communicates with Cllr Linehan so that the processes involved in a possible Operation Watershed application could be discussed.

From: Steyning Parish Council - Clerk
To: John Fullbrook
Subject: FW: Allotment storage box pic

Item 7.3 Briefing Note

This is a picture of the proposed storage bin for Canada gardens, we are asking for permission to accept the donation and to install the storage box for the benefit of all Allotment holders at Canada gardens



This is it Tessa. At first I wondered if the wheelbarrow that we have already purchased would fit in there but having seen it now I am assured it will along with the other tools we have also purchased.

Kind regards



ITEM 7.3

STEYNING.

E mail:

Phone.

Tessa Eckert,
Steyning Parish Council.
Fletchers Croft. STEYNING.

Dear Tessa.

Donation of Shed Re / Storage facility at Canada Gardens.

As I am sure you are aware when my husband, , passed away we asked that any donations in his memory be donated to the Steyning Allotments Association and it was his wish that this should be for benefit of the allotment holders at Canada Gardens. There was a total of almost £550. 00 .In conference with the family and in particular with my grand-daughter , who now rents the plot that previously rented, and with

It was decided that we would ask for the monies to be spent in supplying a shed or storage facility of some kind for the use of Canada Gardens allotment holders. I understand that has said the best place for the use of all would be at the very top of Canada Gardens, not on any specific plot. The idea is that anyone using those plots can borrow tools of various kinds and then return them(they will be marked Community use") We will supply a coded padlock and the code will be given to the allotment holders who will also be invited to donate tools to it if they wish. We have already purchased just over £200 worth of tools for it and the Allotment Association have already reimbursed me for those.

With regard to the type of shed. We have had a problem. I had ordered one, which was metal but with a wood effect; however I am in dispute with B & Q at the moment as it was mis delivered 3 times and then when I saw the photo of one mis delivery I realised that it would be in strips before assembly and I didn't think we could cope with that so I have demanded a refund and am looking for a suitable alternative. The alternative is likely to be either a shed or large box type storage facility in a pale green colour (such as are already in place on some of the allotments there) and once I have obtained a refund from B & Q I shall then purchase one.

I understand however that I need permission from the council to place anything on the site. Therefore I am asking for such permission in writing.

I hope that you will regard this application favourably as it is for everyone's use there. Once I have been fully reimbursed for my expenses (tools and storage facility) I will ask that the remainder be spent on a delivery of bark or manure to Canada Gardens and indeed if there is still money there then that could just remain the Allotment Association funds to be spent on whatever they wish.

I look forward to hearing from you.

Yours sincerely,

Grass Cutting Report July and August

week Commencing 3rd July	MPF and Abbey Road done Orchard areas both done Abbey road play area and South Ash play area were done. Strimming from Church Mead to Abbey Road was done
week commencing 10th July	Fletchers Croft Play Area done Chandlers way cut and grass collected MPF and Abbey Road done Allotment paths cut
week commencing 17th July	MPF and Abey Road fields cut Orchards areas grass cut Abbey Road play area cut and South Ash play area weeded Strimming from Church Mead to Abbey Road was done Grass area adjacent the plat area was cut. Allotment paths not cut
Week commencing 24th July	Fletchers Croft Play Area done Chandlers way cut MPF and Abbey Road done Allotment paths not cut Orchards areas grass cut
Week commencing 31st July	MPF and Abbey Road done Orchards areas grass cut Abbey Road play area cut and South Ash play area weeded Strimming from Church Mead to Abbey Road not done Allotment paths cut
Week commencing 7th August	MPF and Abbey Road done Chandlers Way grass not cut Fletchers Croft Play Area done Orchards areas grass cut
Week commencing 14th August	MPF and Abbey Road done Chandlers Way grass not cut Strimming from Church Mead to Abbey Road was done Fletchers Croft Play Area done Abbey Road play area cut and South Ash play area weeded Allotment paths not cut
Week commencing 21st August	MPF and Abbey Road done Chandlers way cut Strimming from Church Mead to Abbey Road was done Fletchers Croft Play Area done Abbey Road play area cut and South Ash play area weeded Allotment paths cut Orchards areas grass not cut

The contractors have been contacted each time an area has not been cut and have carried it out the folloing week
However this has not been easy to manage and as we are nearing the end of the season they should not need
to be continually reminded of what needs doing

Item 7.5 – SPC Childrens Play Areas

Briefing note

This item will include the following: -

- The clerk will update on any latest maintenance issues or recent works to SPC play areas.
- Cllr Members of the Chandlers way working party will update on their reconnaissance of other facilities subsequent to the last working party meeting in line with their plan to source options for play equipment installations and other ideas for the pocket park installation itself.
- The clerk will update on some good news regarding the recent SPC funding application to HDC for this project and will also advise on progress concerning a second draft planting diagram for the site.
- Then members can add further details relating to the last Chandlers way working party
- The clerk will give an indication as to when we are likely to expect our annual play area health and safety inspection which has been booked for this autumn
- Members will be asked to check their availability for the convening of the SPC Childrens Play Area Working Party – provisional date and time – 21st September @ 6.30 pm – the reason for this working party (which will be open to all members of this committee) is to discuss and agree to recommend the priority that SPC should follow in terms of play area renewal, revamps or redevelopment as we look to the next three years of this council's tenure.





Subject:

FW: New wellness business for steyning and local area

Briefing Note

Item 7.7

Below are two emails from a resident hoping to establish an opportunity to site their mobile Sauna unit on SPC land, likely the MPF.

If you agree I could make similar arrangements to the Pizza van agreement, but from October to March – It could work with the Changing rooms as a combined facility if we wish to.

Let me know your thoughts, and possible agreement

From: [REDACTED] **Sent:** Thursday, June 29, 2023 2:23 PM

To: Steyning Parish Council - **Subject:** Re: New wellness business for steyning and local area

Hi there,

I was wondering whether there had been any opportunity to consider my proposal regarding our mobile sauna.

Although we are still in build stage, we are hoping to be ready in the coming September. I would like to approach the council to consider whether they would grant us permission to use the cricket pitch location, much like the summertime pizza van? I would anticipate one or two evening a week between 4-9pm from october to march.

I quite understand this is an unusual thing, so anticipate some trepidation, but I would be very happy to bring myself and/or the sauna along to any meetings to demonstrate and explain what is involved. Sauna is an emerging, but ancient wellness experience, there is a huge amount of scientific evidence highlighting the health and mental wellbeing benefits of regular sauna use. I am also passionate to be able to bring this to our community for people to enjoy, a healthy activity to help people feel better and more relaxed. A completely new thing for the people of steyning to enjoy to help us through our sometimes dismal winters!

For your information, I was recently also awarded a LEAP Funding Grant of £2000 towards my new business, demonstrating recognition from Horsham council.

Look forward to hearing from you,

[REDACTED]

<Kindred_Sauna_

Currently we plan on operating on private land, but once the business establishes we would love to approach the council to be involved in local events and celebrations. It would be nice to offer the sauna to local sports teams after matches as sauna has particular benefits to recovery. This would mean pitching up similar to the pizza van on the cricket pitch. Sauna is really at its best in the darker months (sept-April) so this would be a seasonal business.

On 25 May 2023, at 13:31, [REDACTED]

Warm greetings to the parish council!

I thought it polite to introduce myself to the parish council as a new business from a Steyning resident, for the people of Steyning and surrounding villages.

We are in the throes of building a mobile traditional Finnish style wood fired sauna, all contained within a standard sized horsebox.

Wood fired sauna has become a bit of a sensation in Sussex with several seaside sites in Brighton (beach box sauna) shoreham (nomadic sauna) and Worthing (fire, salt and sea), which maybe on your radar...

I was inspired by these offerings to bring this unique wellness experience to my local community to enjoy within our beautiful Downland landscape. And why should all the fun and innovative stuff stay on the coast?

The beauty of sauna is it is for everyone, young and old to enjoy from all walks of life to treat mind, body and soul. I would hope this would bring with it new interest and local tourism to the areas.

The idea is we are creating a little 'wild spa' for the community to enjoy. This will 'pop up' in different locations and currently we are set to secure several different locations, including Knepp estate, Inner bloom in Small dole and Kings Barn lane campsite with more locations to follow.. Our mission is to introduce people to and create an appetite for this wonderful wellness experience.

Currently we plan on operating on private land, but once the business establishes we would love to approach the council to be involved in local events and celebrations. It would be nice to offer the sauna to local sports teams after matches as sauna has particular benefits to recovery. This would mean pitching up similar to the pizza van on the cricket pitch. Sauna is really at its best in the darker months (sept-April) so this would be a seasonal business.

I have been in communication with Horsham council and they have confirmed at present we do not require a license to operate this type of business. We will of course have indemnity and public liability insurance, risk assessments and fire safety checks. People have to sauna in swimwear, no nudity is allowed.

Our set up would look something like this below: <image0.jpeg>

Sauna is a unique way for people to relax, immerse themselves in nature, enjoy company of friends and other sauna lovers! It provides a new way for people to de-stress, not to mention the well researched health benefits of regular sauna use for immunity, cardiovascular and mental health.

Of course, as this is an unusual and somewhat unique project, and some people have no idea what I am talking about! I'd be happy to attend a meeting if it would be helpful for me to explain this further if you understand more about the concept and details.

I'll approach the council once we are established to see whether anyone would like to visit a site to understand more.

Best wishes,



Kindred Sauna

**STEYNING
WEST SUSSEX
BN44**

STEYNING HORTICULTURAL SOCIETY

Dear Councillors,

30th July 2023.

We write in connection to The Welcome to Steyning sign.

As some of you will know this was a project to help the town achieve a stunning town entrance. This was the request of Steyning in Bloom, a project to celebrate the Horticultural Society's 95 birthday and generally intended to help tourism, to assist the town's traders and improve the pride in the town, encouraging people to take more care of where they live.

The project was supported by all councils, £10,105 was raised and after completion the ownership was taken over by SPC. A roaring success with HDC declaring that they would like the same.

Sadly, with WSCC deciding to change their grass cutting program the scruffy appearance around the sign brought many complaints from residents and really defeated the object of the project. After writing to WSCC it was interesting to hear that we were not the only ones complaining and I know that a consultation document has been sent by WSCC regarding their grass cutting policy to selected households.

After much frustration with the current situation and accepting WSCC will never do a decent job, and to help support the Steyning Community Partnership's project increasing the tourism we have taken the following initiative. We have contacted the gardener who mows the Catholic Church lawn, and he has agreed to cut the grass area triangle around the sign and St Cuthman for £25 per cut, which is about every three weeks during the season. The first cut has happened and 5 huge bags of grass, including that scattered around the pavement by WSCC, along with the suckers and ivy around the trees were removed. He trimmed all round the plinths, seat and rubbish bin.

It is worth noting the gardener for Goring Court flats also mows the grass outside the property and it also makes such a difference to the town's entrance.

The Catholic Church Gardener is fully insured and a local resident who takes pride in his work.

In supporting the Community Partnership project, we are asking SPC to be seen to be part of these improvements and take over the cost of the mowing contract. I have contacted WSCC and they have no problem with this as thousands of people cut the grass outside their property throughout the county. Also always remember that although WSCC own the land SPC owns the sign and St Cuthman and just for a small input of between £200 to £300 per season you will be seen to be maintaining your asset.

Finally, I am very sad to report that the days of Steyning Horticultural Society are numbered, we are currently discussing our closure due to no young people coming forward to manage the society, and with the growers/exhibitors disappearing flower shows have gone out of fashion. We will be following the societies of Worthing, Lancing and Beeding & Bramber that have already closed.

We look forward to a positive outcome to our request.

With our best regards,

Chairman SHS.

TELEPHONE:

EMAIL:

SPC Memorial Tributes Policy

Item 7.9

Briefing Note

In October '22 this committee resolved following recommendation from a working party to update the council's Memorial Seat Policy so that it could also include a resident's application to donate towards memorial trees installations.

This is the Community Committee resolution which covers this item

*To agree the recommendations from the SPC Memorial Tree Policy Working Party. The clerk summarised what had been discussed at the working party and why the wording in red as per supporting paper provides a recommended outline Memorial Tree policy. Cllr Norcross **proposed**, **seconded** by Cllr S. Alexander that SPC accept the wording in red – the SPC Memorial Tree policy as an outline memorial tree policy for now. **Agreed**. The clerk stated that following this agreement he could compile a full policy based upon this outline and bring it back to committee.*

Following this briefing note I have compiled a revamped policy which incorporates this inclusion as well as a section on the possibility of repurposing an existing seat or planter installation.

The draft policy also gives residents an opportunity to make a donation towards anything else which would be owned by SPC and placed on SPC land. These bespoke tributes could then be discussed by this committee with a default position being that any interested party could still put forward a donation towards a standard tree or seat memorial if their bespoke idea does not pass agreement at this committee.

Finally, I have included a paragraph allowing residents the option to pursue the Steyning Community Orchard so that they might consider sponsoring an Orchard Tree instead of a SPC planted memorial – this is because many of these trees are planted, or have been planted, on SPC land anyway.

If you could please review this draft document, then discuss and agree to the policy at this committee meeting or put forward amendments to be discussed and agreed, that would allow us to take it to the Full Council for approval on the 18th September.

After the draft policy itself, and for your information, I have included an appendix, the current SPC Memorial Seat policy, plus the previous supporting papers and working party notes which allowed us to get to this point.



STEYNING PARISH COUNCIL

Memorial Tributes Policy & Application Form

Steypning Parish Council operates a Memorial Tributes Scheme, which allows for Steypning residents or relatives of Steypning residents to pay tribute to a loved one by applying to SPC for an agreement to provide a memorial installation on land owned by Steypning Parish Council. If you wish to make a donation towards a memorial seat, tree or other, and which by agreement with SPC can be sited within the parish of Steypning, then please provide your full details below. The SPC Community Committee is charged with making this decision unless stated otherwise.

Contact Details
Name
Address
Post Code
Telephone number
Email Address
In memory of

By signing this form, I agree to the terms and conditions of the Council's Memorial Tribute Policy and agree to the Council processing my personal information and request and agree to correspondence with me in accordance with the Council's Privacy Notice.

Signed

Date

Steypning Parish Council
The Steypning Centre, Fletcher's Croft,
Steypning, West Sussex, BN44 3XZ
For Sat. Nav. Use BN44 3YL

Contact the Clerk on 01903 812042 or
clerk@steypningpc.gov.uk

Steyping Parish Council

Memorial Tributes Policy

Terms and Conditions

General Terms and Conditions

1. Memorial Seats (and Benches)

- 1.1** Memorial Seats are donated for a term of up to 20 years.
- 1.2** The Council will place the donated seat at a location agreed with the donor prior to the donation being accepted; all locations are approximate however, and the Council while endeavouring to place and maintain the seat in the agreed position reserves the right to re-position it in the light of any unforeseen or changed circumstances.
- 1.3** Once donated, the seat becomes the property of the Council which at its absolute discretion will carry out repairs due to wear and tear or vandalism to the seat or will permanently remove the seat if it decides that repair or maintenance is no longer appropriate.
- 1.4** At the end of the donation period or when the seat is permanently removed if sooner, the Council will remove the plaque and will re-assign the site to another donor unless, in its absolute discretion, it decides that the original seat is still serving a useful purpose in that position. The plaque will be offered to the donor using the last known contact details, to allow that donor the choice of extending the period of memorial remembrance.
- 1.5** The Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
- 1.6** Seats are allocated on a first come first served basis with only one donation/family per seat.
- 1.7** The Council will not be held accountable for any further works, changes of land use or planning changes to the site or their surrounding area which might cause a seat to be removed. The Council will always endeavour to contact the donor beforehand at their last known address.
- 1.8** It is the responsibility of the donor to contact the Council with any change of contact details otherwise, the last known details will be used, the Council is not under any duty to make any further or alternative attempts to contact the donor.
- 1.9** The type of seat used at any site is determined by the Council at its absolute discretion. Variation in the type of seat can be requested by the donor, but variations must first be discussed with the Clerk as they are less likely to be permitted and agreed by Committee if they do not conform to, are in keeping with, or add an aesthetic value to the proposed site.
- 1.10** Seats may be either fixed to the ground, installed into concrete, or paving slabs, or placed on site according to the location. At the discretion of the Council, a seat may be placed on a concrete plinth or paving to prevent soil/grass erosion. The cost of this type of installation and in any case the cost of any installation is additional to the cost of the seat and it is this cost which is requested that the donor pays.
- 1.11** If a donor chooses to extend the period of that seat donation beyond the original 20 years agreement then a much-reduced fee will be discussed and agreed with the clerk to cover that period of extension, in keeping with the term of that extension, the likely remaining 'life' of that installation, and any associated additional maintenance requirements. These requests are an administrative function of the clerk's office and will not necessarily require Council approval.

- 1.12** It is sometimes possible for an existing seat to be re-purposed or renewed as and when that seat is no longer within the initial donorship period and the original requester has not asked for an extension to their commemorative period. In this instance a fee will be determined based upon the likely remaining 'life' of that installation, and any associated additional maintenance or ground works requirements, which will be at the discretion of the Council. These requests are likely to be less costly than a new installation but more costly than an extension period arrangement and in any case will need Council approval based upon the details of the re-purposing/renewal.

2. Memorial Trees

- 2.1** Memorial Trees are donated for the natural life of that tree.
- 2.2** The Council will place the donated tree at a location agreed with the donor prior to the donation being accepted; all locations are approximate however, and the Council while endeavouring to place and look after the tree in the agreed position reserves the right to remove it should a need require it to do so and in the light of any unforeseen or changed circumstances. If this should happen within 10 years of the original donation then SPC will endeavour to plant a replacement in a location at the discretion of SPC.
- 2.3** Once donated, the tree becomes the property of the Council which at its absolute discretion will carry out tree surgery and other maintenance due to wear and tear or vandalism or disease or will permanently remove the tree if it decides that maintenance is no longer appropriate.
- 2.4** The Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
- 2.5** Trees are allocated and planted on a first come first served basis with only one donation/family per tree or other tribute.
- 2.6** The Council will not be held accountable for any further works, changes of land use or planning changes to the site or their surrounding area which might cause a tree to be removed. The Council will always endeavour to contact the donor beforehand at their last known address.
- 2.7** It is the responsibility of the donor to contact the Council with any change of contact details otherwise, the last known details will be used, the Council is not under any duty to make any further or alternative attempts to contact the donor.
- 2.8** The type of tree planted at any site is determined by the Council at its absolute discretion, and in keeping with the agreed planting plans for the associated area of land in which it is to be planted. Variation in the type of tree can be requested by the donor, but variations must first be discussed with the Clerk as they are less likely to be permitted and agreed by Committee if they do not conform to, are in keeping with, or add an aesthetic value to the proposed site.
- 2.9** Trees will likely be staked into position and could be tree-guarded if requested and paid for by the donor and agreed by the Council
- 2.10** If a tree memorial request cannot be processed by the Council due to lack of appropriate positions then with the agreement of the donor, the clerk will pass on the details of the request to the Steyning Community Orchard Group {SCO Group} to see if that group might be able to find a location within the Steyning Parish. In the event that this group can process the application then the SCO group policy and terms of conditions for that planting will apply, even if the location for the tree installation happens to be taking place on land owned by SPC – As SCO will have already obtained permission for any planting through the SPC Community Committee, and in doing so, the SCO will undertake any appropriate maintenance at their discretion and in accordance with their own terms and conditions.
- 2.11** The SPC will undertake to replace the tree in the first 3 years after planting, should it fail to survive for whatever reason – the type and variety of the replacement might need to be different than the original type to ensure better survival and this choice will be at the absolute discretion of the Council.

3. Other Memorial Tributes

- 3.1** SPC will consider any other memorial tribute request. In the first instance the Clerk will determine if such a request is in keeping with the nature of the Council's policies and mission statement, and if appropriate will then bring the request to the Community Committee for approval and broadly in keeping with the terms and conditions set out above (covering seat and tree installations) the Community Committee will agree upon the details and cost of the installation, as and where appropriate.

4. Plaques

- 4.1** We ask that the donor provides their own plaque and that the wording is sent to the Clerk for approval - The Clerk will ensure the plaque is fixed onto the bench or into the ground adjacent tree or other installation has been completed and will then inform the donor's family. Any plaque whose wording has not been approved will not be affixed and any such plaque affixed by any other person will be liable to removal
- 4.2** The size of the plaque should not exceed 120mm by 60 mm
- 4.3** For tree planting, the plaque should show the variety/tree type, planting date and donor details

5. Payments/Charges

- 5.1** The cost of the installation will include the supply, delivery, ground works and a one off maintenance fee plus VAT at the standard rate, as per agreed by SPC and with the donor. SPC will affix the plaque to the seat, or appropriate other location. The type of seat, tree or other tribute will be dependent on its location, and this will determine the cost of the installation. Payment will be via BACS or cheque and made payable to Steyning Parish Council.
- 5.2** The fees and charges for donated seats/ trees will be revised from time to time and will be provided on request to the Council. All prices quoted will include VAT at the rate in force at the time of enquiry.
- 5.3** We ask that donors pay 50% of the full amount in advance of tribute installation. And 50% subsequent to completed installation.

6. Delivery and Installation

- 6.1** The normal period for a tribute to be supplied and installed is 3 months from the payment of the deposit, but this might depend upon the type of request and therefore the Council's ability to make a swift or in some cases a more considered and lengthy period of agreement. For tree planting, the time will likely be late autumn or early spring which is the usual planting period which affords the best chance of survival and prosperous future growth. In exceptional circumstances beyond the Council's control (notably weather and ground conditions), the Council may not be able to meet its target. The Council will not be held responsible should this situation arise.

Please see the SPC website for our Data Protection Policies

Appendix

for Item 7.9

Contents

- **Current SPC Memorial Seat Policy and application form.**
- **SPC Memorial Tree working party supporting paper.**
- **Briefing notes for Outline Memorial Tree Policy**



STEYNING PARISH COUNCIL

Memorial Seat Application Form

Steypning Parish Council operates a Memorial Seat Scheme. If you wish to make a donation towards a memorial seat sited within the Parish of Steypning, please provide your full details below.

Contact Details
Name
Address
Post Code
Telephone number
Email Address
In memory of

By signing this form, I agree to the terms and conditions of the Council's Memorial Seat Scheme and agree to the Council processing my personal information for providing information and corresponding with me in accordance with the Council's Privacy Notice.

Signed

Date

Steypning Parish Council
The Steypning Centre, Fletcher's Croft, Steypning,
West Sussex, BN44 3XZ
For Sat. Nav. Use BN44 3YL

Contact the Clerk on 01903 812042 or
Clerk@steypningpc.gov.uk

Steyping Parish Council

Memorial Seat Policy

Memorial Seats – Terms & Conditions

1. General Terms and Conditions

- 1.1 Memorial Seats are donated for a term of up to 20 years.
- 1.2 The Council will place the donated seat at a location agreed with the donor prior to the donation being accepted; all locations are approximate however, and the Council while endeavouring to place and maintain the seat in the agreed position reserves the right to re-position in the light of any unforeseen or changed circumstances.
- 1.3 Once donated, the seat becomes the property of the Council which at its absolute discretion will carry out repairs due to wear and tear or vandalism to the seat or will permanently remove the seat if it decides that repair or maintenance is no longer appropriate
- 1.4 At the end of the donation period or when the seat is permanently removed if sooner, the Council will remove the plaque and will re-assign the site to another donor unless, in its absolute discretion it decides that the original seat is still serving a useful purpose in that position. The plaque will be offered to the donor using the last known contact details
- 1.5 The Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
- 1.6 Seats are allocated on a first come first served basis with only one donation/family per seat.
- 1.7 The Council will not be held accountable for any further works, changes of land use or planning changes to the site or their surrounding area which might cause a seat to be removed. The Council will always endeavour to contact the donor beforehand at their last known address.
- 1.8 It is the responsibility of the donor to contact the Council with any change of, contact details otherwise the last known details will be used, the Council is not under any duty to make any further or alternative attempts to contact the donor

2. Seats

- 2.1 The type of seat used at any site is determined by the Council at its absolute discretion and no variation in the type of seat is permitted.
- 2.2 Seats may be either fixed to the ground, installed into concrete or placed on site according to the location. At the discretion of the Council, a seat may be placed on a concrete plinth to prevent soil/grass erosion. The cost of this type of installation is additional to the cost of the seat donation.

3. Plaques

- 3.1 We ask that the donor provides their own plaque and that the wording is sent to the Clerk to the Council to approve - The Clerk will ensure the plaque is fixed onto the bench after installation has been completed and will then inform the donor's family. Any plaque whose wording has not been approved will not be affixed and any such plaque affixed by any other person will be liable to removal
- 3.2 The size of the plaque should not exceed 120mm by 60 mm

4. Payments/Charges

- 4.1 The cost of the seat will include the seat supply and delivery, plaque affixing it to the seat, the cost of installing/ground fixing the seat, a one-off maintenance fee plus VAT at the standard rate. The type of seat will be dependent on its location, and this will determine the cost of the installation.
- 4.2 The fees and charges for donated seats will be revised from time to time and will be provided on request to the Council. All prices quoted will include VAT at the rate in force at the time of enquiry.
- 4.3 We ask that donors pay the full amount in advance of seat installation.

5. Delivery and Installation

- 5.1 The normal period for a bench to be supplied and installed is 3 months from the payment of the deposit. In exceptional circumstances beyond the Council's control (notably weather and ground conditions), the Council may not be able to meet its target. The Council will not be held responsible should this situation arise.

Please see our website for our Data Protection Policies

Agreed by Steyning Parish Council – May 2021

Memorial Tree policy Working Party Meeting – Notes

Date convened – 21st September 2022, – 7pm start.

Clerked by – J. Fullbrook

Members attending – Cllrs Young, Sullivan, Goldsmith, Alexander & Campbell

Resident in attendance – Representing the SCO – Roger Brown

Notes

- The group discussed the excellent work which had been undertaken in respect of memorial tree planting by the SCO within their Orchards, and especially in relation to the memorial tree planting on SPC land at the MPF and Abbey Road
- The group further considered the current SCO 'Policy for Memorial Trees' as described within the supporting paper kindly supplied by the SCO.
- Roger explained that beyond the trees that were already due to be planted and that had been agreed to be installed as per the policy and by agreement through the SPC, that as it stands there were no further opportunities for residents to apply for a memorial tree to be planted (on SPC land), and that indeed there was a waiting list for any future opportunities.
- The group further considered whether it worthwhile creating an SPC Memorial Tree policy if opportunities did not exist to plant trees on SPC land.
- The Clerk explained that opportunities would indeed arise possibly at Abbey Road, the MPF (primarily to replace trees that were having to be cut down) and possibly other SPC open spaces, and would certainly arise at Chandlers Way.
- Some opportunities might arise whereby the SCO could plant trees (including on Chandlers Way) and in which case it was suggested that their existing policy seemed adequate. However in order to provide the office with an opportunity to engage with requests from residents, if for no other reason than to start a possible waiting list (for trees that would not interest, or be maintained by the SCO, as they would not be 'Orchard Trees'), it was agreed to recommend to Community Committee that a revised wording of the SCO policy could be drafted for SPC by the Clerk and later embellished and approved to cover future resident requests – Please see a first draft below to be discussed at the next Community Committee meeting.

SPC Memorial Tree Policy First Draft (Outline)

- 1. The request will be reviewed by the SPC Community Committee. If agreed, a donation which will be determined at the time of committee agreement will be requested via cheque or BACS payment to SPC, to cover the cost of the tree, its planting, protection, and perceived ongoing maintenance.*
- 2. The SPC will also undertake to replace the tree in the first 3 years after planting, should it fail to survive for whatever reason. - the type and variety of tree will be the choice of the SPC, so that it aligns with the planting plans for the associated area of land in which it is to be planted.*
- 3. The planting time is at the discretion of the SPC. End of February/early March is the usual planting period. - SPC will install a plaque showing the variety, planting date and donor details.*

SPC Memorial Tree working party supporting paper – 7pm Wednesday 21st Sept. @ The Steyning Centre

Briefing Note :- Our recent agreements at committee have been to avoid planting new trees on the MPF and especially no memorial trees. Whilst we have agreed that trees can be planted at Abbey Road there is again no SPC policy to allow the Clerk's office to discuss memorial tree planting as an option to memorial bench sponsorship, yet it is possible for residents to possibly gain a way of planting a memorial tree on the MPF or elsewhere if approaching the SCO. We really ought to agree there is either an agreed route for residents to take whereby the office simply pass on requests to the SCO or a way of tying in requests with that of the SCO's to allow for memorial trees to be sponsored not only on the MPF but also at Abbey Road, at Chandlers way and indeed any of our woodland sites/ open spaces. This meeting is to come up with a consensus draft policy to be recommended to, then discussed and agreed at, our next Community Committee meeting.

Please see below the SCO policy for Memorial Tree Requests for information

Policy for memorial trees to be planted in the Steyning Community Orchard (SCO): (updated June 2021)

- the request will be reviewed by the Steering Group of the SCO. If agreed, a donation of £100 will be requested at the time of planting, to cover the cost of the tree, its planting, protection and ongoing maintenance.*
- the SCO will also undertake to replace the tree in the first 3 years after planting, should it fail to survive for whatever reason.*
- the type and variety of tree will be the choice of the SCO, so that it aligns with the planting plans for the orchard. SCO will source the tree from its regular suppliers.*
- the planting time is at the discretion of the SCO. End of February/early March is the usual planting period.*
- the tree will have a label attached showing the variety, planting date and donor details.*
- the same donor details will be recorded on the Orchard Noticeboard and Website.*
- If there are no further plantings planned or agreed with the Parish Council on the Memorial Playing Field Community Orchard, the requestor will be informed, and offered other SCO Orchard locations if any are available.*

From: Steyning Parish Council - Clerk
Subject: FW: Planter
Attachments: Final email from Chair of SHS.doc

Item 7.11 Briefing Note

To agree in principle to support the installation of a Community orientated planting feature as supplied by the Steyning Horticultural Group and which would subsequently be owned and maintained by SPC {subject to its location}

Hi John,
I have enclosed my email to members of SHS if this helps and please feel free share with councillors **{See below}**.

As far as giving you some idea of design, this is difficult and would be subject to consultation after using local expertise. This is what I did for the Welcome sign. If it is to be bespoke/original. Or, one could have a line of 6 pots as in the picture with some flowering trees. I will set one or two minds in action; We just need to know if the council would be agreeable in principle to be partners and own the final project if SHS members vote for this idea to dispose of our finances, which will be in the region of £10K. on the 27th of November at our final AGM.

Best regards,



STEYNING HORTICULTURAL SOCIETY

IMPORTANT INFORMATION

In my last email to you at the end of July, I made a final appeal to anyone interested in taking over the reins of the society and forming a fresh and vibrant new committee. I am sad to inform you that no one has felt able to step forward.

The present committee have now met to consider how we should move forward.

As I stated previously, there will be no further flower shows, and all assets pertaining to the shows will be disposed of in the coming months.

Further to this, the committee has also decided that now is the time to close the society altogether. Trying to keep the society operating for another five years is unsustainable.

As a society, we will be left with considerable financial assets. These will need to be disposed of with transparency.

One proposal, as a closing gesture, is that the society funds a memorial planter, welcoming visitors and residents alike, similar in construction to the Planter close by the Catholic Church, but of a different design. A possible siting for this might be opposite St Andrew's Church, near the library and museum. This would also be on the entrance to Fletchers Croft, leading to the Steyning Centre, where all of our flower show have been held since the centre opened.

However, we would welcome other proposals from our members, and invite you to contact the chairman before Saturday 30th September in writing. As the money in our account has been raised by local residents, we would prefer the balances were used on projects within Steyning.

The committee will meet in October, to discuss proposals put forward.

We propose to go ahead with the AGM meeting at the Steyning Centre on Monday 27th November.

This will consist of the treasurer's final report, the chairman's closing report, and a chance to discuss and vote on whatever proposals are put forward to distribute society funds and the final closing of the society.

Business concluded, all attending members will be invited to join the chairman and committee for cheese and wine, to thank everyone for their continuing support over the years.

Best Regards,



On behalf of SHS Committee.

Detailed Income & Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

Committee Report

Amenities Cttee201 Highways & Lighting

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1001 HDC Cleaning Grant	13,961	0	(13,961)	25,700			54.3%	
Highways & Lighting :- Income	13,961	0	(13,961)	25,700			54.3%	0
4200 Street Light Energy	1,697	975	(722)	975		(722)	174.0%	
4201 Street Light Maintenance	2,121	2,250	129	2,250		129	94.3%	
4202 Lamp Post Testing	0	0	0	1,550		1,550	0.0%	
4210 Road Sweeping	4,393	4,599	206	18,400		14,007	23.9%	
4211 Town Improvements	0	0	0	1,500		1,500	0.0%	
4259 Grit	0	0	0	200		200	0.0%	
4260 Pressure wash High St	0	80	80	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	8,211	7,904	(307)	25,125	0	16,914	32.7%	0
Net Income over Expenditure	5,750	(7,904)	(13,654)	575				
<u>301 Playing Fields</u>								
1004 Reimbursed Charges & donations	140	0	(140)	500			28.0%	
Playing Fields :- Income	140	0	(140)	500			28.0%	0
4276 Tree and Hedge Cutting	0	250	250	5,000		5,000	0.0%	
4300 Grass Cutting	0	0	0	6,800		6,800	0.0%	
4309 Tree Reports & Essential works	0	500	500	2,903		2,903	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Grounds Maintenance	1,038	876	(162)	3,500		2,462	29.6%	
4312 Waste Removal	456	462	6	1,850		1,394	24.7%	
4320 Play Equipment Inspections	145	200	55	2,000		1,855	7.3%	
4321 Play Equipment & Maintenance	362	624	262	2,500		2,138	14.5%	
4352 Litter and Bins	993	813	(180)	3,250		2,257	30.6%	
4360 Allotment Maintenance	0	200	200	3,200		3,200	0.0%	
Playing Fields :- Indirect Expenditure	<u>2,994</u>	<u>3,925</u>	<u>931</u>	<u>31,003</u>	<u>0</u>	<u>28,009</u>	<u>9.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,854)</u>	<u>(3,925)</u>	<u>(1,071)</u>	<u>(30,503)</u>				
<u>302 Allotments</u>								
1005 Allotment Rents	37	0	(37)	4,700			0.8%	
Allotments :- Income	<u>37</u>	<u>0</u>	<u>(37)</u>	<u>4,700</u>			<u>0.8%</u>	<u>0</u>
4253 Water Charges	0	400	400	1,300		1,300	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>400</u>	<u>400</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>37</u>	<u>(400)</u>	<u>(437)</u>	<u>3,400</u>				
Amenities Cttee :- Income	14,138	0	(14,138)	30,900			45.8%	
Expenditure	11,205	12,229	1,024	57,428	0	46,223	19.5%	
Movement to/(from) Gen Reserve	<u>2,932</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

JULY

Committee Report

Amenities Cttee201 Highways & Lighting

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1001 HDC Cleaning Grant	13,961	12,850	(1,111)	25,700			54.3%	
Highways & Lighting :- Income	13,961	12,850	(1,111)	25,700			54.3%	0
4200 Street Light Energy	1,697	975	(722)	975		(722)	174.0%	
4201 Street Light Maintenance	2,121	2,250	129	2,250		129	94.3%	
4202 Lamp Post Testing	0	0	0	1,550		1,550	0.0%	
4210 Road Sweeping	6,143	6,132	(11)	18,400		12,257	33.4%	
4211 Town Improvements	0	0	0	1,500		1,500	0.0%	
4259 Grit	0	0	0	200		200	0.0%	
4260 Pressure wash High St	0	80	80	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	9,961	9,437	(524)	25,125	0	15,164	39.6%	0
Net Income over Expenditure	4,000	3,413	(587)	575				
<u>301 Playing Fields</u>								
1004 Reimbursed Charges & donations	540	200	(340)	500			108.0%	
Playing Fields :- Income	540	200	(340)	500			108.0%	0
4276 Tree and Hedge Cutting	512	250	(262)	5,000		4,488	10.2%	
4300 Grass Cutting	0	0	0	6,800		6,800	0.0%	
4309 Tree Reports & Essential works	0	1,800	1,800	2,903		2,903	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Grounds Maintenance	4,037	1,168	(2,869)	3,500		(537)	115.3%	816
4312 Waste Removal	735	616	(119)	1,850		1,115	39.7%	
4320 Play Equipment Inspections	635	200	(435)	2,000		1,365	31.8%	
4321 Play Equipment & Maintenance	904	832	(72)	2,500		1,596	36.2%	
4352 Litter and Bins	1,937	1,084	(853)	3,250		1,314	59.6%	
4360 Allotment Maintenance	0	200	200	3,200		3,200	0.0%	
Playing Fields :- Indirect Expenditure	<u>8,759</u>	<u>6,150</u>	<u>(2,609)</u>	<u>31,003</u>	<u>0</u>	<u>22,244</u>	<u>28.3%</u>	<u>816</u>
Net Income over Expenditure	<u>(8,219)</u>	<u>(5,950)</u>	<u>2,269</u>	<u>(30,503)</u>				
6000 plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(7,403)</u>							
<u>302 Allotments</u>								
1005 Allotment Rents	37	350	313	4,700			0.8%	
Allotments :- Income	<u>37</u>	<u>350</u>	<u>313</u>	<u>4,700</u>			<u>0.8%</u>	<u>0</u>
4253 Water Charges	0	500	500	1,300		1,300	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>37</u>	<u>(150)</u>	<u>(187)</u>	<u>3,400</u>				
Amenities Cttee :- Income	14,538	13,400	(1,138)	30,900			47.0%	
Expenditure	18,720	16,087	(2,633)	57,428	0	38,708	32.6%	
Net Income over Expenditure	<u>(4,183)</u>	<u>(2,687)</u>	<u>1,496</u>	<u>(26,528)</u>				
plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(3,367)</u>							

‘White Bridge’ Closure

The Sustainable Travel Committee’s White Bridge Link project team are keen to ensure that residents are kept fully informed of project progress and indeed any events which may have an impact on such progress.

One such event has been the unexpected news that the bridge is to be closed to allow for a replacement bridge to be installed as the current structure was deemed unsafe to use as a result of a recent routine inspection by West Sussex County Council (WSCC).

Since the announcement the team have been in regular communication with those involved at WSCC to ensure a current understanding of what is being done and when. The project team understand that meetings are planned to take place this week to determine what needs to be carried out to replace the bridge.

As soon as we have further relevant information, we will update residents via our usual channels.

Residents of the three parishes have shown their overwhelming support for this initiative and although this represents a significant unplanned and unwelcome event, the team remain enthusiastic and are determined to see it through.

The White Bridge Link Project Team