
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5th SEPTEMBER 2023 AT 7.30 PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/23/23 APOLOGIES FOR ABSENCE

23.1 Apologies received from Cllr I Alexander

ACTIONS

C/23/24 DECLARATIONS OF INTEREST AND DISPENSATIONS

24.1 None

C/23/25 QUESTIONS FROM THE FLOOR {in summary}

25.1.1 Charles Ashby - stated that he wanted to speak in support of agenda items 7.8 & 7.11 and made a request to the council noting that a number of High Street businesses were using billboards and tables and chairs which were encroaching upon the paths and flower displays and asked that the Parish Council consider sending out letters to these businesses in order to prevent this happening.

Chairman

25.1.2 The Chair – thanked Mr Ashby and stated that she would bring forward both his agenda items and those of the other member of the public, so that if they wanted to, they could leave after their item and not need to be present for the entire meeting.

C/23/26 MINUTES OF PREVIOUS MEETINGS

26.1 To agree 4th July draft minutes. Cllr Norcross **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th of July 2023. **Agreed**

C/23/27 MATTERS ARISING AND ACTIONS - These items were taken as read.

27.1 Members to agree the 20's plenty W. P. Minutes & clerk to send to WSCC reps - **See item 29.1**

27.2 Clerk to liaise with WSCC Cllr Linehan to progress the 3 TRO applications- **See item 29.3**

27.3 Clerk - liaise with Cllr Linehan concerning HGV issues in Charlton St. & Sir George's PI - **Actioned**

27.4 Abbey Road Hedgerow management – **See item 30.1**

27.5 Chandler's Way Pocket Park – update following Working Party meeting - **See item 30.5**

27.6 Grass Cutting contractor issues needing close scrutiny - **See item 30.4**

27.7 Complete renovations on a memorial seat on the MPF – **Actioned/ See item 12.1**

27.8 Clerk to complete a new SPC Memorial Tree policy - **Actioned / See item 7.9**

- 27.9 D Clerk to convene a meeting in Sept. '23 to discuss Winter Maintenance programme with volunteers and to discuss grit spreaders and what's app group to coordinate ops. -**See item 29.2**
- 27.10 Agreement for Hedgerow planting on the MPF / Rublees boundary – **See item 30.8**
- 27.11 Playgrounds working party to convene – **See item 30.5.4**
- 27.12 Recycling bin to be installed at the High Street Car Park – **Actioned**
- 27.13 Clerk to make necessary maintenance arrangements for the Marley shed – **See item 30.6**
- 27.14 Approval given for Tug of War event - **Actioned**
- 27.15 EV Charging point consultation process promoted - **Actioned**
- 27.16 Mouse Lane W. P. to be reconvened when quotes are available – **Actioned / See item 30.2**

C/23/28 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 28.1 **To consider an application for a new mobile leisure facility on SPC land.** The resident who was in attendance was invited to speak in support of her application for a mobile Sauna unit to be placed on the MPF adjacent the SPC Changing rooms (in the Car Park). Members were impressed with the presentation (inc. supporting papers) and thought SPC should support such a local commercial venture, which also promoted health benefits for the residents. Cllr Norcross **proposed, seconded** by Cllr Johnson that SPC is in favour of having a temporary mobile Sauna unit based at the MPF Changing rooms subject to the completion of licencing agreements. **Agreed.** The Clerk to send out a draft agreement to the applicant **CLERK**
- 28.2 **To consider an appeal from the Steyning Horticultural Society for additional grass cutting Services.** The Society had taken it upon themselves to arrange for a local grass cutting volunteer to complete grass cutting around the SPC Welcome Sign on Bramber Road and were asking SPC to take over the arrangements/cost. Members were pleased with how it looked but concerns were raised about the high cost, that it wasn't on SPC land, and that WSCC ought to be taking more responsibility for the upkeep of these verges. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC delegate the Clerk to write to Cllr Linehan to put pressure on WSCC to support this area is cut more often. **Agreed** - Then that this committee revisits this proposal before the next grass cutting season **CLERK**
- 28.3 **To consider support for an idea as proposed by the Steyning Horticultural Society Chairman** Unfortunately, the Horticultural Society were likely going to be wound up shortly it seems, but had over time raised funds from Steyning residents, and their members wanted to ensure they were able to provide something tangible in return for Steyning residents and for the 'the good of the Town', by way of a legacy project. SPC Members were enthusiastic about the proposal for a planter type feature or features, and in principle were not against the maintenance of said project in the longer term, however they were not quite as enthusiastic about the initial proposed location, which was suggested to be opposite St Andrew's Church and by the Jubilee seat which would not be on SPC Land and therefore, would be more difficult to 'own and maintain' as a legacy feature in the future. Instead, other suggestions were proposed and discussed, in areas owned by SPC and with high Footfall. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC were not in favour of the initial proposal made by the Steyning Horticultural Society, but rather hoped that the Society might consider a proposal to fund planters adjacent the MPF Car Park and which would sit in between the benches. **Agreed** - The Clerk to write to the Society via Mr Ashby in order to explain the reasoning behind this decision. **CLERK**

C/23/29 HIGHWAYS

- 29.1 A report from the 20's plenty highway scheme working party.** Cllr Sharpe reported on progress – SPC having received a response from WSCC following the SPC comments which were agreed at the last Community Meeting. The response from WSCC in essence was saying that they were not willing to change anything in relation to the proposed scheme. Analysis of the data does suggest there is an issue with speeding, however the current rules and criteria which WSCC follow do not, it seems, allow for latitude. This matter to be discussed by the Working party one final time, but it was suggested the group be expanded to encompass other key stakeholders like the school. Four other questions continue to be raised and need to be dealt with by the working party, including avoiding too much additional signage.
- Cllr Norcross **proposed, seconded** by Cllr Sharp that the working party meet again as soon as possible, and that the engineer is invited, and that other key stakeholders are also invited to attend as well, but to avoid holding the process up if it's difficult for some representatives to attend. **Agreed**

CLERK

- 29.2 To agree the SPC draft Winter Plan for 2023/24 and subject to the need for volunteer assistance recruitment, agree any actions necessary.** From those present Cllr S Alexander volunteered to join the group, and Cllr Johnson suggested the 'Covid Neighbourhood coordinators WhatsApp group' be contacted to see if any of their group might be willing and able to assist. Cllr Johnson to contact the group.
- Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC agrees to the draft winter plan for 2023/24 subject to any additional volunteers coming forward {and details therefore needing to be added}. **Agreed**

Cllr Johnson
D Clerk

- 29.3 SPC proposed Traffic Regulation Order projects update.** The Clerk reported that there had been meetings and site visits with the W.S.C.C Cllr Linehan. The initial feeling was that Vicarage Lane and Church Street applications may do well, but that the suggested Tanyard Lane TRO would need further consideration and probable consultation with the residents who live adjacent. The clerk also reported on a new idea to progress the Wykeham close SPC supported TRO application and will discuss this with the applicant. The applications are now being progressed in the first instance by Cllr Linehan on SPC's behalf.

CLERK

Cllr Linehan

- 29.4.1 DMMO projects – To agree to provide an updated resolution for the Rifle Range application, and to agree any actions following the Decision notice dated 30th August '23 regarding DMMO application ref. ROW/3291861 Mouse Lane link between FP 2713 to FP 2704/1.** It was considered that an updated motion supportive of the Rifle range DMMO could prove useful for the ongoing process involved in the application. Cllr Young **proposed, seconded** by Cllr Sharpe that the SPC reaffirm their support for an application of a Definitive Map Modification Order on the Rifle Range in Steyning as used as a right of way between 1989 and 2009. **Agreed**

CLERK

- 29.4.2 Good news regarding the Mouse Lane DMMO application ref. ROW/3291861.** The planning inspectorate have confirmed in a decision order dated 30th August that the application to make this path into a public right of way has been successful. The Chair and committee members passed on huge thanks to Cllr Young and former Cllr Muncey for all their hard work towards achieving this aim.

CLERK

C/23/30 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 30.1 Abbey Road Update.** Roger Brown had produced an update in terms of recent volunteer working party jobs achieved, and Cllr S Alexander confirmed that there had recently been a visit from Dr Tony Whitbread - President of the Sussex Wildlife Trust, who had passed on very favourable comments about the work achieved so far.
- Notable future event - Half the meadow is due to be cut on the 7th of Sept.

30.2	The Mouse Lane Working party. The clerk updated, using accompanying notes, that there had been a working party which took place at the Wiston Estate offices on the 15th of August. The Wiston estate had obtained quotes for proposed works, and these were discussed with some amendments put forward for the Wiston Estate team to follow up on with the contractors. The next meeting will be convened when new quotes are forthcoming.	CLERK
30.3	Possible memorial donation towards a storage facility for community tools at Canada gardens. Members embraced the idea wholeheartedly. Cllr Norcross proposed, seconded by Cllr Hanson that SPC accept the offer of a storage installation facility with 'community tools' at the Canada gardens allotment site, as per supporting papers. Agreed	CLERK
30.4	To receive the Grass Cutting report. The Clerk updated as per supporting papers that there was no cut the previous week because of continual rain on the two cutting days. Some issues dealt with but the contract was still needing close scrutiny.	CLERK
30.5.1	The Clerk updated regards Childrens play areas, and from members regards the Chandlers Way Pocket Park project. The recent working party was very well attended by the local community with 27 residents involved. Residents' concerns, where articulated, were seemingly allayed, while others continued to show their support for the ideas so far proposed. 4 volunteer residents have also pledged that they would like to help in trying to secure play area development options, which would be brought back to a future working party for wider agreement. Cllrs Lloyd, Young and Hanson discussed design ideas for this and other aspects of the project, and contact would soon be made with the resident volunteers to move this particular part of the project forward.	CLERK
30.5.2	Funding application success. The working party members broke the news that the SPC application for HDC funding for the pocket park had been successful with £5,000 pledged to be received shortly and put towards the acquisition of plants, the planting plan for which has also been updated.	
30.5.3	Play Area Maintenance. The clerk updated that play surface works had been completed at Fletchers Croft, while at the MPF, a rope ladder was in the process of being replaced, a swing seat replacement was on hold due to safety concerns (this to be safety inspected in October), and play surface works were noted to be increasingly difficult as the existing surface was so old that it was beginning to disintegrate in many places.	CLERK
30.5.4	Play Area working party convening. The proposed date was discussed, but due to lack of Cllr availability, a new date of preference was agreed for Tuesday the 19th of September @ 6.30pm.	CLERK
30.6	Cricket Club meeting report. The clerk met with the Cricket Club chairman, head groundsman and fixture secretary to discuss replacement of the entrance gate which had been smashed by an out-of-control car. The clerk had spoken to 2 contractors as it was requiring a bespoke renewal rather than an off the shelf replacement. The lady who had caused the accident was came forward, and was willing to pay damages, and while treating it as an opportunity to provide a better looking and more practical substitute, the cricket club did not rule out making a contribution. The Marley shed was checked in the company of a contractor by prearrangement, and a report will be forthcoming as to its condition shortly. There were potholes found in the car park which the clerk was now dealing with. The clerk brought forward the idea concerning an upgrade to the whole entrance area, including installing bollards, whilst removing the emergency access chain to make entrance for pedestrians easier, the installation of a storyboard / noticeboard, and the introduction of several large planters – all of which had been proposed previously by the SPC MPF entrance working party members, and this idea was again received favourably by the club reps. The clerk had also received another quote for the changing room apron, this time for a resin bonded surface, which was discussed with interest but without resolution, plus an issue was raised concerning tree root encroachment into the cricket nets, which the clerk suggested could be checked by an SPC specialist contractor.	CLERK CLERK CLERK

	Cllr Norcross proposed, seconded by Cllr S Alexander that the clerk contacts the SPC {specialist} tree surgeon with a view to discussing the issue with the root at the MPF cricket nets. Agreed	CLERK
30.7	To agree an amended SPC Memorial Tributes (Bench & Tree) Policy. As per supporting papers a revamped memorial bench policy had been compiled to include potential tree and other feature tribute memorial applications. Cllr Norcross proposed, seconded by Cllr Hanson that this committee recommends to full council that it accepts the revised SPC Memorial Tributes Policy as per supporting papers. Agreed	CLERK
30.8	Hedgerow planting on the MPF. Following the agreement for this project, there was a need to discuss how it was to be done. Cllr S Alexander volunteered his services, Cllr Young volunteered some refreshments and members discussed who best to ask. Cllr Norcross proposed, seconded by Cllr S Alexander that the clerk writes to the Allotment Association, the Steyning for Trees group and the Steyning Community Orchard group to ask if there are any volunteers available to assist with this hedgerow planting project on the MPF. Agreed	CLERK
30.9	To discuss future project aspirations for the Community Committee. Cllr Johnson asked that at the next meeting members consider SPC signing up for the Weald to Waves Project.	CLERK
C/23/31 FINANCE AND GOVERNANCE		
31.1	To accept the I & E Reports. Cllr Norcross proposed, seconded by Cllr Johnson that the Community Income and Expenditure Reports for June and July '23 be accepted as a true and fair record. Agreed	
C/23/32 PROGRESS REPORT – All the following items were described as ongoing		
32.1	<i>Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- Ongoing</i>	CLERK
32.2	<i>Litter bin renewal/repainting Clerk to ask HDC for updates - This being done by HDC contractors</i>	
32.3	<i>Clerk to arrange Digger hire for Abbey Road Pond works as and when required - Ongoing</i>	CLERK
32.4	<i>Dog Fouling Clearance Trial period to be discussed April 2024 - Ongoing</i>	CLERK
32.5	<i>Lost Woods working party to convene – Ongoing</i>	CLERK
32.6	<i>Need to convene a 'Plan for Parking' working party for Steyning Parish Car Parks- Ongoing</i>	CLERK
32.7	<i>MPF entrance development ideas to be brought back to this committee after next working party</i>	CLERK
32.8	<i>Possible installation of a refuse bin at Abbey Road - To be discussed - Ongoing</i>	CLERK
32.9	<i>Lobbying WSCC for better quality road signs in Steyning - To be discussed - Ongoing</i>	CLERK
C/23/33 INFORMATION / CORRESPONDENCE ITEMS		
33.1	Statement from the 'White Bridge' Link Team. The bridge has been closed by WSCC following an Inspection. A replacement is being considered by WSCC with meetings currently happening, and when more news is available, this will be posted on the web site and sent to councillors.	CLERK
33.2	Request from resident. There are further signs of tree trauma/infection at the Jarvis Lane/ Cripps Lane SPC owned copse – clerk will ask tree surgeon to check trees and test the soil.	CLERK
33.3	HDC have published advice in respect of dog related issues. In the event of stray dogs, dog fouling, barking dogs and 'out of control' dogs, the HDC advisory to be placed on SPC Web Site	CLERK

33.4 A note of thanks. The Steyning Cricket Club have written in to thank this committee for agreeing to the additional MPF car park closures this year, which have been much appreciated by the away team players and umpires. Also, a note to say that extensive renovation works will be happening to the Cricket square on Wednesday 13th September.

C/23/34 CONFIDENTIAL SESSION

34.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC resolves, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 12 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

C/23/35 CUSTOMER COMPLAINT

35.1 To discuss communications following an MPF memorial seat renovation. The members were shown emails from a resident who was contesting the agreement to allow a memorial bench provision on the MPF. Members asked that the clerk write back to the resident using his discretion to inform him of their decision not to revoke their previous agreement.

CLERK

C/23/36 DATE OF NEXT MEETING – 7th November 2023 at 7.30 pm.

Meeting ended at 9.55 pm

Signed by the Chair: Date: 7th November 2023

A recording of this meeting can be found using this link: https://youtu.be/n_0hAXdVly8
{Unfortunately, the recording cuts out after 1 hour 6 minutes due to a technical fault}

Notes from the 20mph Working Party Meeting (V1)

Held at the Steyning Centre on 25th Oct' 2023 @ 6.30pm

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

Present:

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

Geoff Barnard (GB) – Greening Steyning

Vicci Johnson (VJ) - Greening Steyning & SPC Cllr.

Russell Barnes (RB) - Steyning & District Business Chamber (RB)

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

Mike Croker (MC) - Bramber Parish Council

John Fullbrook (JF) – SPC Clerk

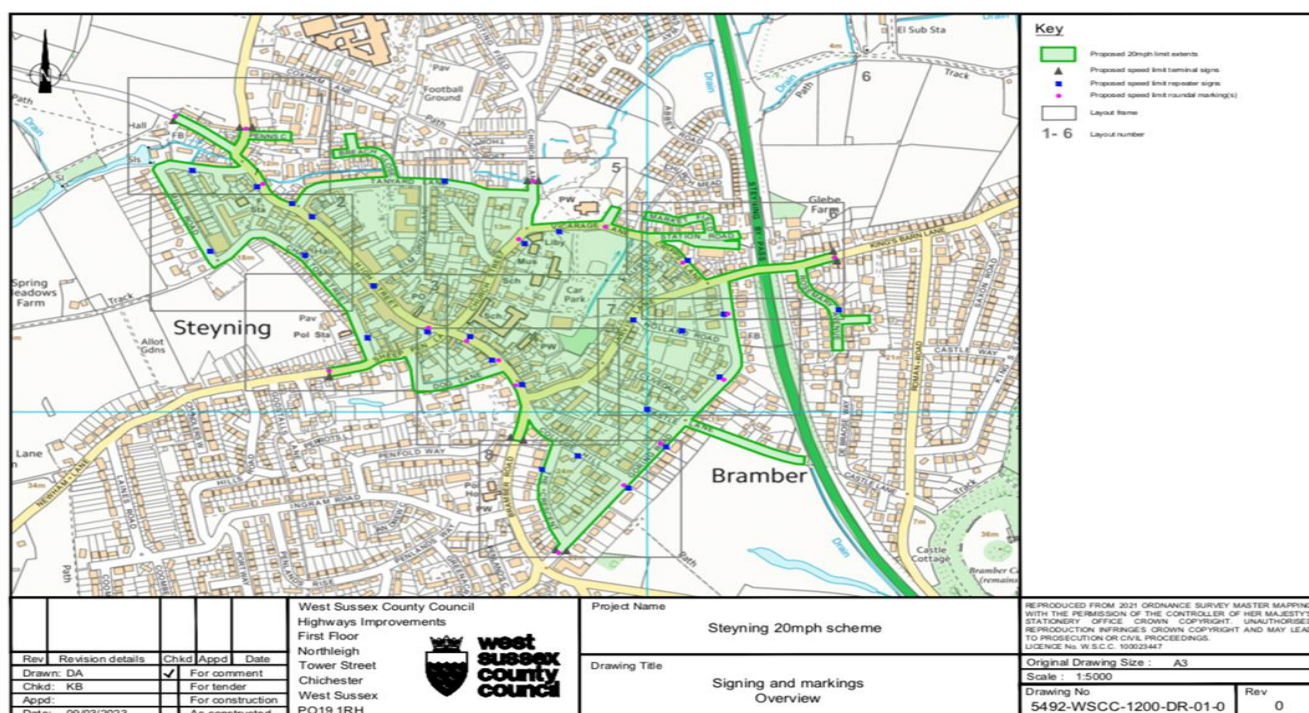
Status of the 20mph Community Highways Scheme (CHS) Application – Brief update

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 set 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 plan below).

A response to this revised proposal was compiled by this working party on the 3rd July and sanctioned by the SPC Community Com. noting thanks for the work undertaken by WSCC but detailing reasons for the groups/committee's general feeling of disappointment that a number of crucial areas/roads had been excluded due to them not passing the WSCC criteria for proceeding with the scheme. This SPC approved response had been sent to WSCC. The response from WSCC Highways dept was received via Cllr Linehan. It noted further reasoning for their decision, answering some of the questions raised and asking for a definitive response from this joint Steyning & Bramber group, the Parish Councils and the County Councillor so that it could determine a schedule for proceeding or not as per advised - This working party was convened to draft a response for the PC's.



Notes from this meeting

1. Appointment of Chair/Secretary

IA offered to chair the group, and JF to take notes.

This was agreed, with thanks.

2. Apologies received and input from Cllr Linehan as relayed by the Clerk

Paul L sent apologies. When asked about his attendance Cllr Linehan stated that he felt at this stage he had to remain slightly removed from the detailed discussion within the working party forum so that his advocacy of the scheme, or not as the case may be, could be entirely based upon the empirical evidence.

The Clerk had asked for a WSCC senior engineer to be in attendance so that any remaining points could be clarified and as requested by members and Cllrs, however Cllr Linehan explained that he felt it inappropriate to place a WSCC engineer within the working party at this stage of the process when that engineer could be part of the group which may determine whether the application proceeded or not, nor was it entirely appropriate he felt to be putting a WSCC officer on the spot in this way.

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

{The school rep. could not attend due to the meeting being held during the Half Term Break}

3. These were the views expressed by the Working Party members.

- It was suggested that WSCC had not been receptive to the views expressed within the last SPC/BPC response, rather they had continued to simply clarify their decision-making process.
- It was felt that this therefore left the group with a simple choice for what was seemingly to be its final decision. This being to accept the revised scheme; Say 'No' to the revised scheme; or continue to attempt to modify the revised scheme in some way
- Some members wondered whether the revised scheme could perhaps be treated as a phase 1, which would lead at some point in the future to the full scheme being adopted, be it due to a change in the political landscape at WSCC or at governmental level, or at least some future modification of the criteria employed to determine schemes such as this.
- Members remained very disappointed – Given that some of the most important roads that the working party thought needed traffic calming were not included.
- Levels of signage continued to be a cause for concern and were more than thought expected or required.
- Members could not understand the high expense of the scheme and remained incredulous when attempting to resolve whether the benefits and infrastructure delivered could possibly be worth the level of investment forecast.
- There was strong support for a scheme which delivered safer roads, and it was felt if the revised scheme met this target at all, then it was at a much lower level than hoped for.
- Some members were concerned about the public relations associated with either saying 'No' to a much-vaunted scheme or indeed saying 'Yes' to a scheme of such reduced scope.
- Saying 'No' may also be perceived as a waste of public money.

- It was suggested that if the scheme were to proceed then those areas not covered by the revised proposal but that were part of the original application could be the subject of a 'Peoples 20's plenty' campaign whereby stickers/signs could be attached to bins and other street furniture asking drivers to reduce speed – as had seemingly been successful in Cowfold and Storrington previously
- VJ and GB on behalf on Greening Steyning stated in conclusion that they would support saying 'No' as it was a waste of public money, they believed continuing to attempt to modify the revised scheme at this stage to be a waste of time
- RB stated on behalf of the Steyning and District Business Chamber that they will always support highway improvements to the High Street that enhance access to business and supported the traders themselves. The Chamber are grateful to be involved as part of the working party so their voice can be considered. They however do not really feel that either the original proposal or the latest proposal supports their objectives. That is not to say they oppose either, merely feel that money could be better spent in the High Street on other initiatives.
- MC restated on behalf of Bramber PC that Bramber roads had been excluded and that it had become a purely Steyning scheme Bramber members were therefore very disappointed with this situation.
- It was agreed that in consideration of the original targets for the application, the revised scheme could not be seen to have achieved either appreciable safety benefits, nor reduced motor vehicle emissions in the way envisaged
- Indeed, a great deal of time has been committed and we should seek to work proactively with WSCC and strengthen those working relationships.
- It was agreed that a publicity campaign would be needed to get a positive and informative message out to the residents of Bramber and Steyning in the light of this decision.
- **Some members also wanted it noted that they could be encouraged to support it, with what they believe to be minor changes in regards to positioning of signs which would meet our requirements of the scheme with minimal effort and cost from WSCC.**

4. Recommendation to be considered by SPC Community Com. as follows

The members resolved to agree a recommendation to SPC Community Committee that SPC declines to pursue the revised proposal in its current format, because it does not believe the scheme is good value for public money, and it does not meet the requirements of the original application.

Compiled by JF - 31st Oct 2023

Agreed by W. Party members 2nd Nov 23

Item 6.3 – White Bridge Link

We are likely going to discuss a number of points under this item, such as how this committee could chase WSCC for action in regards to this project being given a higher priority, however one further suggestion is that SPC consider writing to the MP, as indeed Upper Beeding PC have already done. The draft letter noted below is indeed based upon the Upper Beeding letter and the clerk would welcome amendments if it is to be sent on the Councils behalf.

House of Commons
London
SW1A 0AA

9th November 2023

Re. White Bridge, Upper Beeding{& Steyning}, West Sussex, Closure

Dear Mr Griffiths

I write this letter to raise the subject of the recently closed Bridge over the River Adur, close to Steyning in West Sussex.

On the August 24th, 2023, there was a circular sent to the Parish Council advising that the bridge was to be closed with immediate effect due to reasons of safety. The initial period was for 21 days and then a further period would be needed for further assessments.

The bridge has now been closed for nearly three months and so far, there has been no clear indication of any possible reopening. The residents of Bramber, Upper Beeding and Steyning are absolutely adamant that a new bridge is entirely necessary, to maintain a safe pedestrian link between the villages and across the river. It is understood that within the next few weeks there will be design and costing procedures being followed. But without this being given budgetary priority, this could mean that the bridge is out of action for a very long time.

The Parish Council feels that the needs of the residents are not being fully taken into consideration. The path on which the bridge stands is much-used route allowing access to and from the Villages, for work and leisure activities.

The main issue being a safe route for many students accessing the school's in Steyning and Upper Beeding. The route enables students to travel to school either by foot or on cycle without the need to cross busy roads. Some elderly residents also access the shops and community facilities to enjoy their recreation time and it encourages exercise for many walkers and joggers.

We would be grateful if you could investigate any way to speed up the process and allow the residents to return to their usual life.

This bridge needs to be discussed and a design created as soon as possible, and one hopes that the new structure should be in place before the spring of next year, but there is so far little indication of such a timeline for action.

Yours Faithfully

Steypning's Car Park signs

Approaching the Town from the south:-

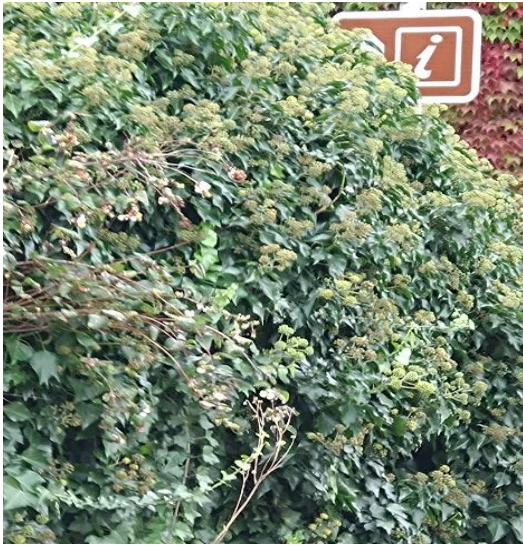
On the right-hand side of the road this sign:- It is OK, much better if one including Leisure Centre and Swimming Pool could be added (straight on) These are not signposted anywhere else.



On the left side of the road are these signs, some of which are behind overgrown hedge and one at 90 degrees to the road facing the house.

The top sign (left to police station and **P** to the right) are redundant if the sign to the left is rotated to face the road again and the hedge is cut back so they can be seen, Above, long stay add Fletcher's Croft.





This shows the sign that is facing the wrong way (towards the nearest house)

Add Fletchers croft to BOTH sides of current long stay sign



Approaching the Town from the North:-

These signs are at the Junction of Tanyards Lane and the High Street, the long stay points in the wrong direction, the Grammar School sign is 45 degrees out so not pointing down either road, The Health Centre one is correct

This would be much better if Grammar School sign is fixed to point in right direction (down Tanyards Lane) and the current Parking Sign said Long Stay and Shoppers Car Park



These are the signs at the junction of Tanyards lane and the road to the Health Centre and Newmans Gardens car park.

The Long Stay is wrong and the Health Centre doesn't have a car park

New Signs please –

Towards the Health Centre, a sign saying:- Newmans Gardens (shoppers) and Health Centre alongside the **P**

Towards the Church, a sign saying Fletchers Croft long stay alongside the **P**



This is the sign at the Junction of Tanyards lane, Shooting Field and Church Lane.

If it wasn't a metre off the ground and wasn't sagging it would be OK – put back up te pole and fixed properly please



This is the Sign at the Library – Its OK



This is the sign at the entrance to Fletchers Croft

New sign including:-

The Steyning Centre

Long stay with associated P

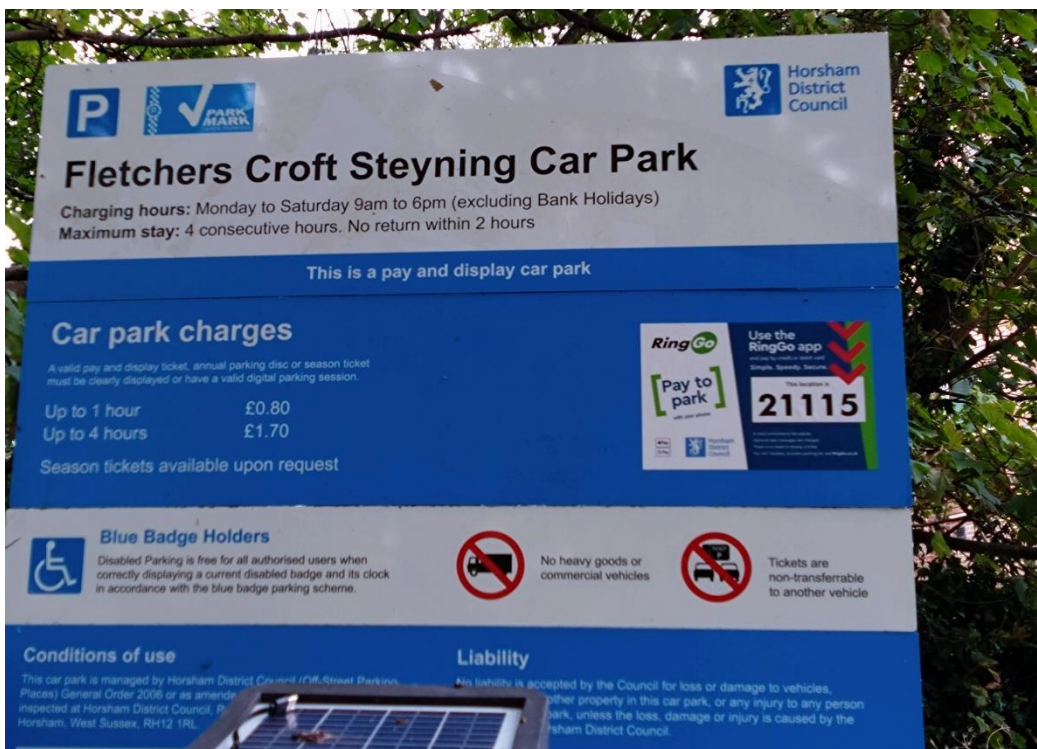


This is the current payment machine sign

We really need an All Day parking option so:-

Maximum Stay changed to 24hrs

Car Park Charges to include All day option



Abbey Road Conservation Volunteers.

Progress Report for July 2023 to October 2023.

General

We continue to gently manage the site with the intent of maintaining and improving the various habitats and improving biodiversity, guided by a Management Plan and our Advisory Group. A key member of this group, Dr Tony Whitbread, visited the site in August and gave us lots of helpful advice.

Pond

For various reasons it has not been possible to schedule the pond work due this September. We will hope to try again next year.

The pond has been completely dry from the end of May until very recently. This is the longest dry period that we have recorded in the last 3 years. But following recent heavy rains, the pond is now is completely full again. We have been trying to determine where the huge volumes of water come from to flood the site so quickly.

Trees

All the trees we have planted in recently years are doing well. These comprise 6 Silver Birch, 5 Alder, and 6 Black Poplar trees. The shrubs we added this year are also thriving; 10 Alder Buckthorn and 30 Hawthorn, to provide nectar and shelter for insects/butterflies.

One of our recent new local volunteers, Dylan Lewis, is a recently retired Arboriculturist. He is currently writing a Tree and Scrub Management plan for the site. We will present this for the Communities Committee review soon.

Meadow

The proposed early Spring 'cut and remove' didn't happen because the ground was too wet for the tractor and cutter to access the field. By the time it had dried out, it was too late to cut due to the damage it would have caused to the vegetation.

The Autumn cut was carried out on September 7th, to half the meadow rather than all of it, as suggested by Tony Whitbread. This didn't quite go to plan, as a lot of the grass was flattened and not uncut, and much of the cut grass was left on the ground. Apparently, the machine malfunctioned! The point of cut and collect is to remove growth to gradually reduce the soil fertility to weaken the dominant grasses and allow other flowering plants to establish. Another new volunteer, Simon Knowles, spent many hours raking this loose grass off the meadow.

Pathways

Over the last 2 years we have noted where visitors like to walk across the site and we have reflected this use by adding a couple of new path that we now keep cut; one to provide access across the meadow from the bench and another at the eastern end of the pond. We then closed off a path between the pond and a large block of scrub to provide wildlife a chance to move between these habitats uninterrupted. This path also became very muddy and waterlogged every winter, so there was a safety issue here too. After a few issues with people scattering the brash we put across the path to close it off, this has now stopped, and the path is growing over.

Wildlife

As well as the Cetti's Warblers and Nightingale that we heard in the last quarter, there have now been 42 bird species recorded here. Good numbers of butterflies were recorded again during the summer, and lots of grasshoppers and spiders in the long grass. A large population of Wasp Spiders was found during Tony's visit. We'd not recorded this here before and learnt that its main food is grasshoppers. It typically occurs in unmanaged rough grassland, often where damp or wet in winter. Cutting grassland, even during the

autumn, winter or spring, will adversely affect the survival of the spider. This was one of the reasons we chose to cut only half the meadow this year.

Although we didn't carry out any Botany surveys this year, we did add a couple of new wildflower species to our list. We now have 96 species on that list plus another 31 tree and shrub species. That is a remarkable number given the size of the site.

The [UK Biodiversity Action Plan \(UKBAP\)](#) lists species that have been designated to be of "principal importance for the purpose of conserving biodiversity" and are those that are 'most threatened, in greatest decline, or where the UK holds a significant proportion of the world's total population'

From this list, we have seen the following 11 animal species at Abbey Rd in the last 2 years.

- [Small tortoiseshell butterfly](#) (*Aglais urticaria*)
- [Common nightingale](#) (*Luscinia megarhynchos*)
- [House sparrow](#) (*Passer domesticus*)
- [Common starling](#) (*Sturnus vulgaris*)
- [Song thrush](#) (*Turdus philomelos*)
- [European herring gull](#) (*Larus argentatus*)
- [Slow worm](#) (*Anguis fragilis*)
- Noctule bat. (*Nyctalus noctula*)
- Soprano pipstrelle bat. (*Pipistrellus pygmaeus*)
- Common lizard. (*Zootoca vivipara*)
- Common toad. (*Bufo bufo*)

Other UKBAP species that we might one day hope to see here include:-

Hedgehog (*Erinaceus europaeus*) Several strong populations around Steyning. Lots of slugs and snails for them eat here, but much of the site may be too wet for them.

Brown Trout (*Salmo trutta*) Seen in the Tanyard stream upstream, but not within the Abbey Rd stretch as yet.

Stag Beetle. (*Lucanus cervus*) Locally common in Steyning, so might expect to see them here.

Brown Hairstreak butterfly (*Thecla betulae*) The Steyning Downland Scheme is a stronghold for this rare butterfly, where an area of blackthorn is managed specifically for it. We have lots of blackthorn -so we might see it one day.

Working Parties/Volunteers.

We held 4 working parties in this period on the third Saturday each month, plus several ad hoc sessions to deal with particular jobs. with 11 volunteers actively involved. We currently have over 20 people on our volunteers' list.

Some of our recently recruited volunteers live very close to the site; in Abbey Rd, Church Mead, Cannons Way and Mimmack Close. This is very useful for us as they can talk to neighbours and help to explain what we are doing on site.

We are now asking our volunteers to log and report all comments that they receive from residents/users of the site. This will help flag up any issues that might need a response, or a change to our management plan.

So far, their reaction to our management of the site is overwhelmingly positive.

Roger Brown.

Abbey Rd Conservation Volunteer Coordinator. 31st Oct 2023.

Childrens Play Area Working Party - Meeting Notes

Date and time convened – 19th September 2023 @ 6.30pm.

Clerked by – J. Fullbrook

Members attending – Cllr Lloyd, I Alexander, Young, Linfield & Hanson

Reason for convening this meeting.

There have been several Childrens Play Area working party meetings over the last 5 years. All of them covering roughly the same ground; that of reevaluating the state of the current amenities and then attempting to reidentify the priority that the current council believe they ought to proceed in in terms of a programme of maintenance, improvement, renewal and redevelopment noting the various different approaches which could be taken, and the resultant costs involved. The consequent recommendations to the Communities Committee need to be the best fit prioritisation of works, based upon a pragmatic approach and given consideration to the known restrictions of expenditure, time and the need to have engaged to the correct degree with the local community.

For ref.- The initial motion by which this working party was brought into being as follows:

To agree Playgrounds working party membership and its remit.

*There was a need to reinstate the working party to ensure there was a continued understanding, and especially with new councillors, as to the need to prioritise maintenance, renewal and redevelopment of the councils play area resources. Cllr I Alexander **proposed, seconded** by Cllr Norcross that a playground working party be reconvened and that the representatives on it are to be Cllrs Hanson, Lloyd, Young {from Community Committee} and to invite Cllr Linfield to attend also. **Agreed***

Brief Notes from the Meeting - As compiled by J Fullbrook.

- The Clerk via pictures and supporting papers brought councillors up to speed with the latest state of the parish play areas. Members had also visited sites to gain an understanding of the relative condition of the facilities. It was noted that for a number of years and for whatever reason the play areas had not been the recipient of much in the way of investment, renewal or redevelopment and that this effectively had changed in 2017 when the then SPC members engaged in a series of community/resident involved meetings in order to deal with the matter, and it was noted that there had been significant and successful redevelopment since this took place – notably the Fletchers Croft Play Area redevelopment, The Basketball Court redevelopment on the MPF and the new Outside Gym installation at Fletchers Croft.
- It was noted that there had been significant improvement in a structured monitoring and maintenance process with a planned preventative maintenance programme having been put in place in 2020.
- This left the problem of the remaining six play areas being somewhat neglected, in varying states, but with four certainly below a standard the members thought appropriate.
- Each of these play areas was discussed and considered in relation to the current SPC funds available and the funds that might be applied for from various external sources.

Recommendations:

1. That the large MPF Play Park remain the first priority in terms of trying to obtain enough funds to complete a redevelopment of the entire area. In the first instance the Clerk was asked to rewrite the latest unsuccessful application to the Wilson Memorial Trust, with this time a greater emphasis being placed on the Health and Well-being of the older youths as an add-on to the previous agreed scope of works.
2. That Chandlers Way community engagement continues with the planned approx. £25K for that play area redevelopment needing to be scoped by Chandlers Way WP and then agreed by committee with the majority of this cost being met, subject to approval, with use of the current SPC Cil money reserves.
3. That Normans Way Basketball post be refurbished, if possible, with a new Backboard and net combo provided a compatible replacement can be found and installed by the appropriate installer. Then at the same time a letter be sent round to nearby residents by way of community engagement asking them for their opinion as to what they would like to see installed in this location.

Meeting Closed @ 7:52pm

GRASS CUTTING REPORT FOR SEPTEMBER AND OCTOBER 2023

Week commencing 11th September	MPF and Abbey Road done Orchards areas grass cut Weather was wet
Week commencing 18th September	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
Week Commencing 25th September	MPF was cut Abbey Road was not cut apart from the outside of the field Play Areas cut Orchard areas were Cut
Week commencing 2nd October	MPF and Abbey Road done (clumps of grass left at abbey road as it wasn't cut the week before.) 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
Week Commencing 9th October	MPF and Abbey Road done Fletchers Croft Play Area done Abbey Road play area cut and South Ash play area weeded

Week commencing 16th October
MPF and Chandlers way were cut
Allotment paths cut
Orchard areas were cut
Strimming from Church Mead to Abbey Road was done
Abbey Road was not cut as the mower got a puncture

Week Commencing 23rd October
All areas were checked and strimmed and
cut where possible but the ground was extrememly wet
on Abbey Road, MPF and Chandlers way and cuts were not
possible in some areas.

Week commencing 30th October
Nothing done as too wet

The season ended on 31st October 2023 a meeting with
the contractors has been requested as there are outstanding cuts owed
which is hoped could be carried out if required and if the ground dries out.
The unsatisfactory service of this season will also need to be discussed
as the grass cutting and strimming has not been consistent with the contract
requirements.

How would Cllrs like to proceed for the next 2 years of the contract

1. Continue to work with the current contractors with the stipulation that
the contract must be followed and their work must improve.
2. Terminate the contract and seek a quote from the 2nd company that was considered
for the contract in February 2023.
3. Terminate the contract and restart the tender process for 2024-2027
going out to the 3 companies that were quoting under £10,000.00
4. Terminate the contract and restart the whole tendering process to
all the companies that were contacted for the 2023-2026 process.

if members agree that option 1 is not their preference the item would need to be recommended
to F&GP for consideration and decision of their preferred option as it would have budget implications.

Item 7.7 – Application for MPF Licence for a mobile Sauna

Briefing Note

At the September Community Committee, the following decision was made – *extract from Minutes of that meeting.*

*To consider an application for a new mobile leisure facility on SPC land. The resident who was in attendance was invited to speak in support of her application for a mobile Sauna unit to be placed on the MPF adjacent the SPC Changing rooms (in the Car Park). Members were impressed with the presentation (inc. supporting papers) and thought SPC should support such a local commercial venture, which also promoted health benefits for the residents. Cllr Norcross **proposed, seconded** by Cllr Johnson that SPC is in favour of having a temporary mobile Sauna unit based at the MPF Changing rooms subject to the completion of licencing agreements. **Agreed.** The Clerk to send out a draft agreement to the applicant*

Subsequent to the meeting a draft licence agreement has been compiled and sent to the applicant and this draft agreement is attached as item 7.7.2.

The applicant is broadly in agreement with the terms as they stand, although wondering about the terms of the insurance cover we had said we needed in place. It was based upon previous licence agreements and fees and charges for the Changing rooms, but of course this is subject to any amendments brought forward at this meeting.

The Clerk has attended site with the applicant and will advise and update at the meeting any further progress under this item.

**TERMS OF A LICENCE TO PERMIT WOOD FIRED SAUNA
IN THE MEMORIAL PLAYING FIELD**

1: Licensor: Steyning Parish Council, Fletcher's Croft, Steyning BN44 3XZ

2: Licensee: Marianne Drake
Kindred Sauna

The licence is personal to the Licensee and not transferrable to any other party.

3: Licensed Area: Space in the Steyning Memorial Playing Field Car Park site of which is outlined in red on the plan (Below) and hereinafter known as the Licenced Area.

4: Licensed use: To site a mobile wood fired sauna and to rent Changing rooms

5: Licensed period November 2023 – March 2024
Days and times to be confirmed

6: Determination: The licence shall be determined by:

- i Either party giving 1 month's written notice
- ii By breach of licence

7: Conditions: The licensee agrees to the following conditions of use:

- i) The Licensee will submit to the Council prior to use of the Licenced Area a full Health and Safety assessment and the vehicle is to be kept within the Licensed Area.
- ii) The Licensee will ensure the implementation of safety measures to ensure the health and safety of members of the public and their vehicles throughout the licence period and submit to the Council a Risk Assessment prior to use of the Licenced Area.
- iii) Not to allow or permit any act or thing within the Licenced Area that would be a nuisance or annoyance to adjoining owners and occupiers of land and buildings.
- iv) The Licensee will comply with any arrangements made by the Council as Landlord in respect of access to and from the Licensed Area.
- v) The Licensee will not cause any noxious, poisonous material or product to pollute, or cause contamination of the surrounding land and undergrowth infrastructure in contravention of the Environmental Protection Act 1990
- vi) The Licensee to ensure that all plant and materials are secured at the end of each working day and removed from site.
- vii) The Licensee to litter-pick all waste material within 50 metres of the Licensed Area and to clear and clean the Licensed Area after use.
- viii) All rubbish generated by the Licensee is to be removed from the site and commercially disposed of appropriately.
- ix) The changing rooms to be left clean and free from litter. To ensure taps and showers are turned off, doors and windows are closed and locked.

8. Licence Fee : **TBC** {Likely in the region of £20 to £25 per visit – first year}

9. Cost for hire of changing room **TBC** {Likely in the region of £10 to £15 per visit – first year}

- 10. Indemnity:** The Licensee will indemnify Steyning Parish Council against all claims for loss or damage caused arising out of the use of the Council's land and must provide the Council with a copy of the indemnity prior to using the Licenced Area {Public Liability Schedule with Limits of £10,000,000 indemnity}.
- 11. Legal Interest:** No legal interest whatsoever is to be formed on the land during the licence period.
- 12. Miscellaneous:** No secure tenure or legal interest is to be implied or construed upon the grant of the licence and the Council does not undertake to renew the licence at the end of the licence.
- 13. Legal:** In order to avoid legal costs, the matter will be completed by way of exchange of correspondence.
- 14. Liaison:** The Licensee will liaise with the Deputy Clerk, Hazel Roxby: 01903 812042 for all matters relating to the licence prior to and upon completion of the licenced activities and in her absence the Clerk, John Fullbrook.

John Fullbrook

Steyning Parish Council Town Clerk

On behalf of the *Licensee*, I agree to the terms of the temporary licence as set out above:

Signed:

Description Details of signatory:

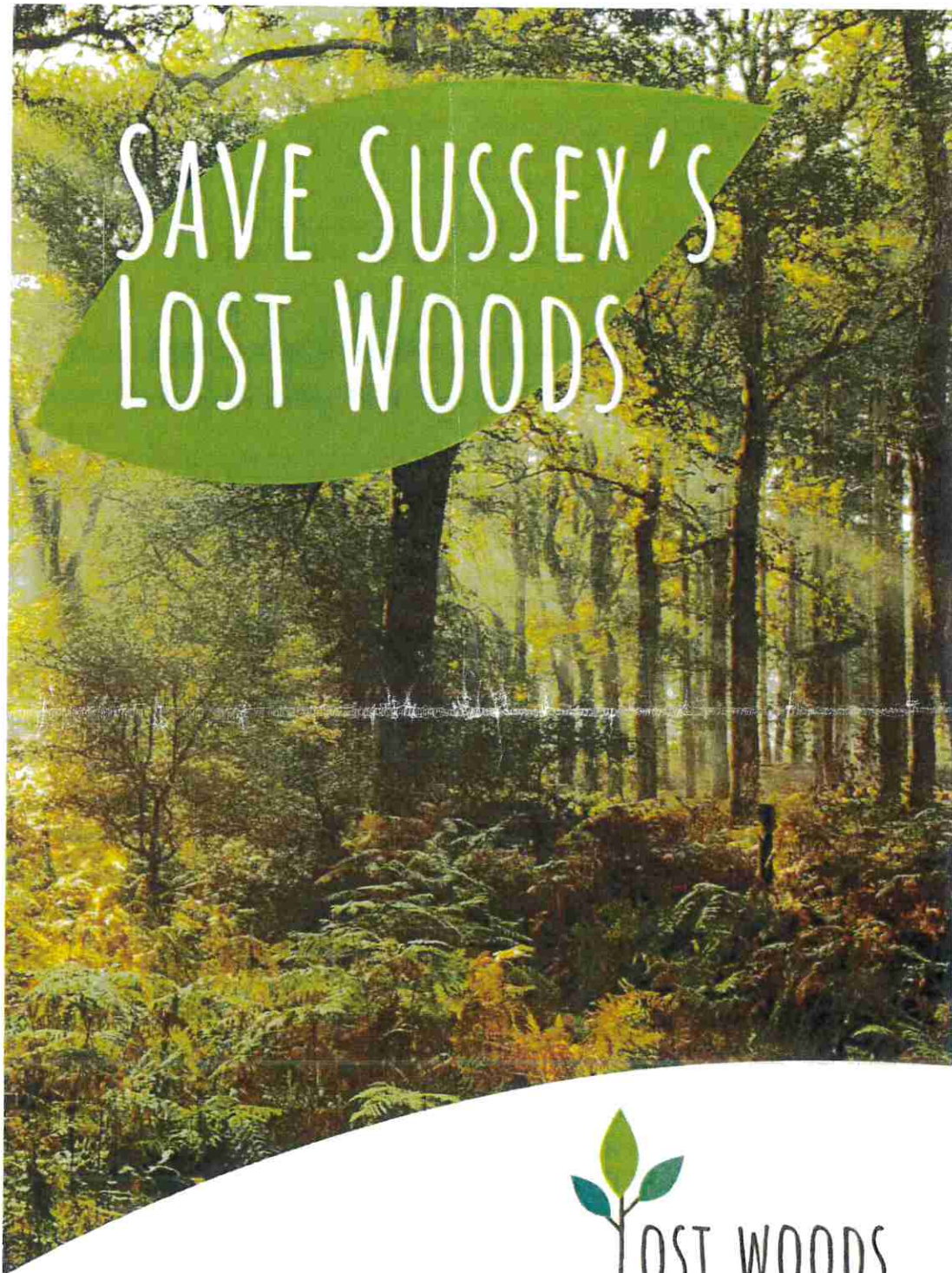
Date:

FROM
LOST WOODS
TO
LOVED WOODS

VISIT YOUR LOCAL WOODS



LOST WOODS
of the Low Weald and Downs




LOST WOODS
of the Low Weald and Downs

Lost Woods of the Low Weald and Downs

is a new project made possible by players of the National Lottery.

Lost Woods will restore neglected and damaged woodland in Sussex and protect it for the future. This will create better habitat for our local wildlife, make our woodlands more resilient and help the fight against climate change.

We are working with landowners, community groups and schools to save Sussex's Lost Woods – and we need you!

Do you have a small (under 3ha) ancient woodland, or ancient or veteran trees that you need help with?

Get in touch! We are working with landowners to restore small and fragmented pockets of ancient woodland and protect ancient and veteran trees.

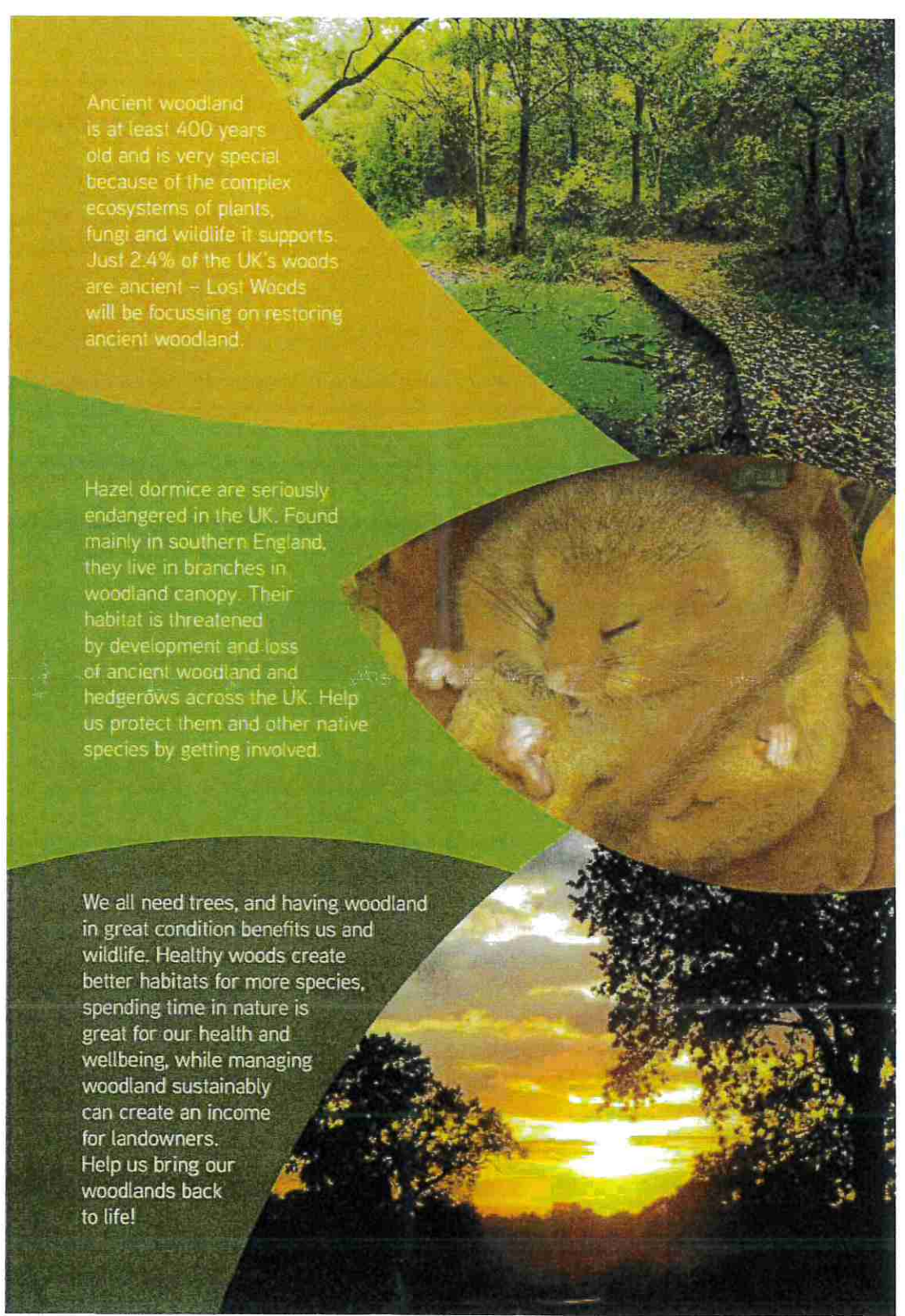
Are you involved with a community group that visits woods, or does activities with trees? Or would like to set up a new group?

We have big plans and are keen to hear from local groups and clubs, including schools and youth groups.

Do you own or manage a wood and need some training?

We are developing new training opportunities – get in touch to find out how we could help you learn new skills or brush up on existing ones.



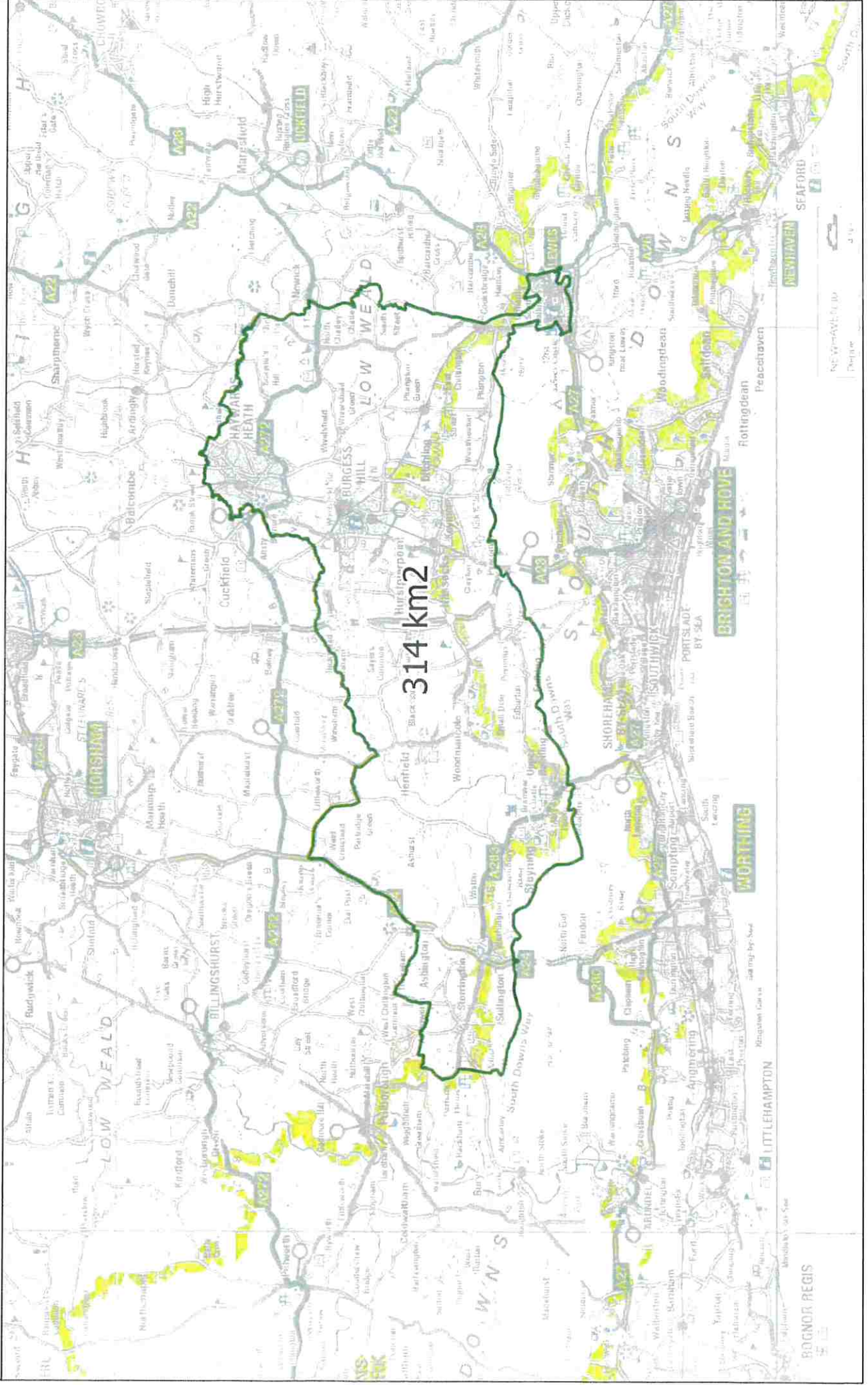


Ancient woodland is at least 400 years old and is very special because of the complex ecosystems of plants, fungi and wildlife it supports. Just 2.4% of the UK's woods are ancient – Lost Woods will be focussing on restoring ancient woodland.

Hazel dormice are seriously endangered in the UK. Found mainly in southern England, they live in branches in woodland canopy. Their habitat is threatened by development and loss of ancient woodland and hedgerows across the UK. Help us protect them and other native species by getting involved.

We all need trees, and having woodland in great condition benefits us and wildlife. Healthy woods create better habitats for more species, spending time in nature is great for our health and wellbeing, while managing woodland sustainably can create an income for landowners. Help us bring our woodlands back to life!

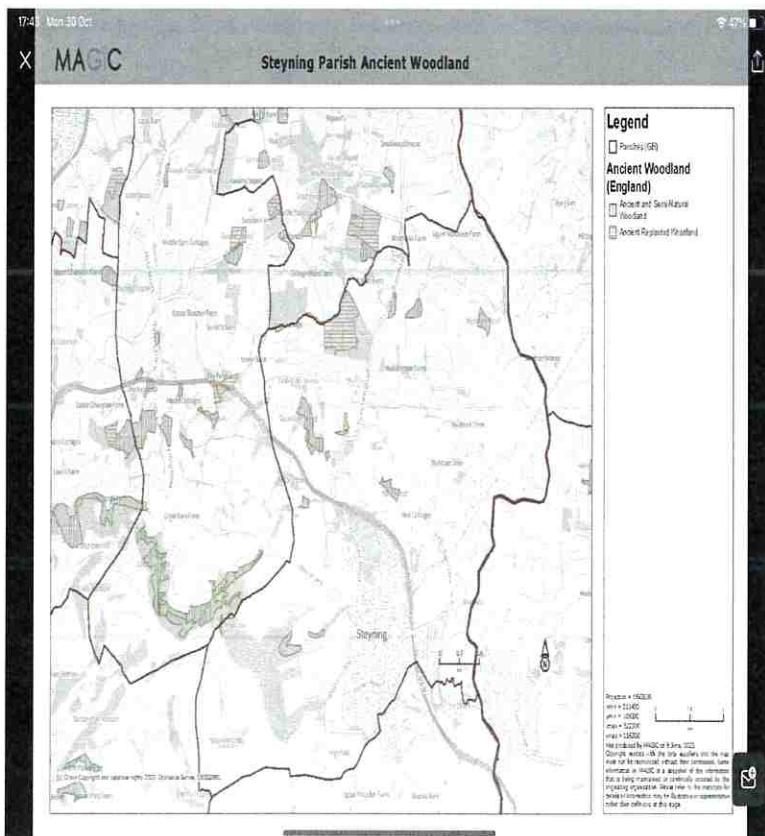
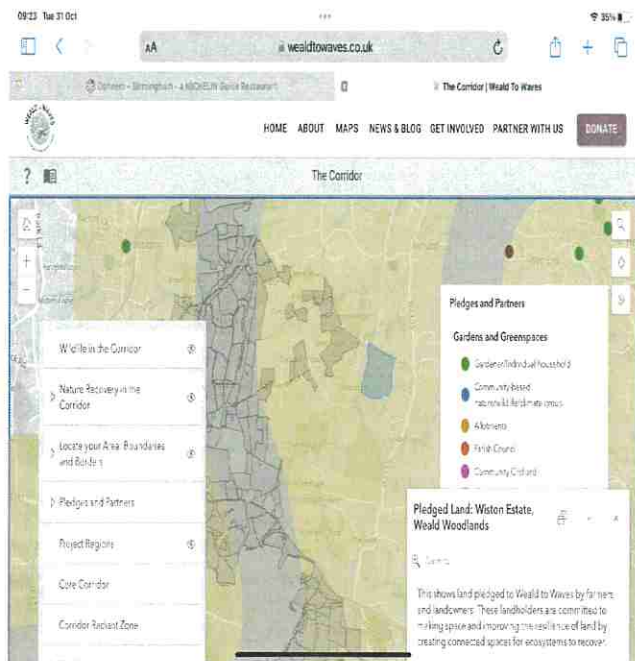
Lost Woods of the Low Weald & Downs - Project area 2021 C



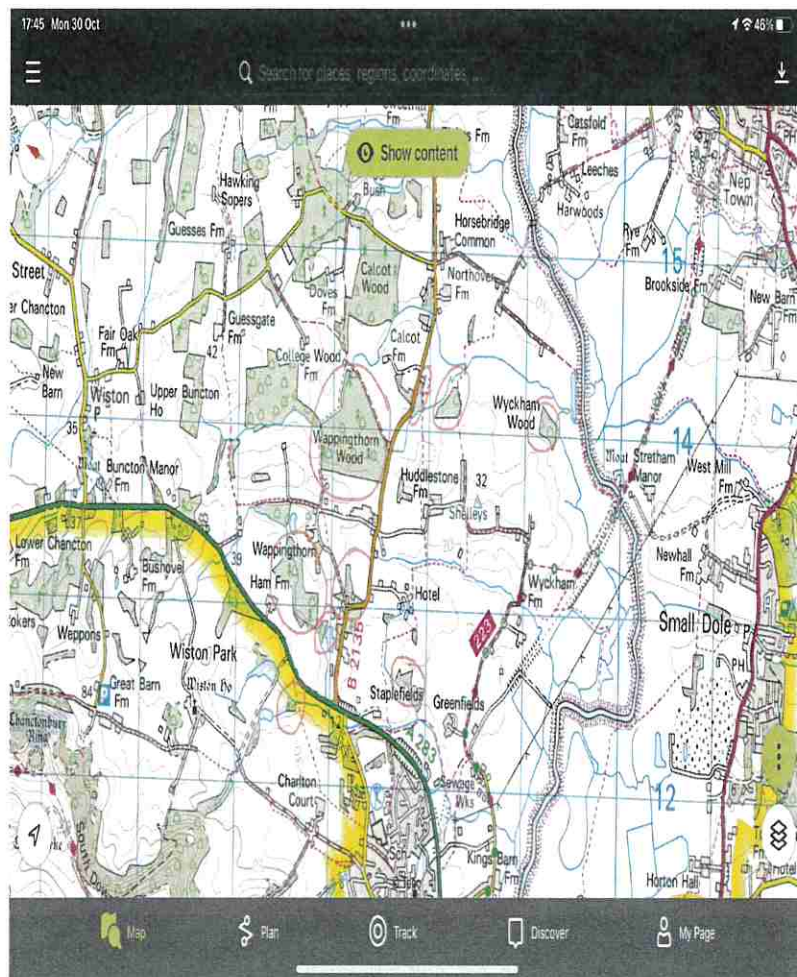
From: John Fullbrook
Sent: 03 November 2023 15:04
To: John Fullbrook
Subject: FW: Lost Woods

Lost Woods – Information

These are maps that Cllr Johnson has been working on



Circled below are possible Lost Woods to be investigated



Item 7.9 - To discuss and agree SPC '23 Tree works

Briefing Note

There is a need to complete the following tree works – detailed within the quote below

1. MPF hedge – this is an agreement to complete works on the Rublees border hedgerow. – this will cover the 'first third' at the Steyning Orchard end.
You will note that the last third is now low enough to be dealt with by our annual hedge-cutting contractor at a much-reduced rate.
2. Walnut tree crown raising – To avoid issues for MPF users concerning possible eye and head entanglements/injuries.
3. Cripps Lane – Three small trees have died and need felling as they are adjacent a property fence line
4. Sycamore Tree size reduction and shaping – This Tree has been fighting disease but seems to have recovered, there are some over-long branches protruding towards the plots and it was felt that the shade was getting troublesome for nearby Allotmenters.

I hope you will agree these works can be completed please.

Description	Quantity	Unit Price	VAT	Amount GBP
Tree surgery work to lower hieght of the first third of pear hedge on the MPF to a hieght of 3.5m. Leave stand alone trees as they are.	1.00	825.00	20%	825.00
Walnut tree on the MPF. Crown raise to a height of 2m	1.00	80.00	20%	80.00
Cripps Lane - remove dead Portuguese laurel trees. Leave logs on situ.	1.00	280.00	20%	280.00
Allotment- sycamore tree to reduce in size by approximately 40% and shape.	1.00	480.00	20%	480.00
Subtotal				1,665.00
TOTAL VAT 20%				333.00
TOTAL GBP				1,998.00

Detailed Income & Expenditure by Phased Budget Heading 01/09/2023

Month No: 5

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	8,737	7,665	(1,072)	18,400		9,664	47.5%	
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	12,554	10,970	(1,584)	25,125	0	12,571	50.0%	0
Net Income over Expenditure	1,407	1,880	473	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 01/09/2023

Month No: 5

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	1,460	(2,577)	3,500		(537)	115.3%	816
4312 Waste Removal	870	770	(100)	1,850		980	47.0%	
4320 Play Equipment Inspections	796	200	(596)	2,000		1,204	39.8%	
4321 Play Equipment & Maintenance	2,796	1,040	(1,756)	2,500		(296)	111.8%	
4352 Litter and Bins	2,062	1,355	(707)	3,250		1,189	63.4%	
4360 Allotment Maintenance	0	200	200	3,200		3,200	0.0%	
Playing Fields :- Indirect Expenditure	<u>11,072</u>	<u>7,075</u>	<u>(3,997)</u>	<u>31,003</u>	<u>0</u>	<u>19,931</u>	<u>35.7%</u>	<u>816</u>
Net Income over Expenditure	<u>(10,532)</u>	<u>(6,875)</u>	<u>3,657</u>	<u>(30,503)</u>				
6000 plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(9,716)</u>							
<u>302 Allotments</u>								
1005 Allotment Rents	3,764	1,950	(1,814)	4,700			80.1%	
Allotments :- Income	<u>3,764</u>	<u>1,950</u>	<u>(1,814)</u>	<u>4,700</u>			<u>80.1%</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>3,764</u>	<u>1,450</u>	<u>(2,314)</u>	<u>3,400</u>				
Amenities Cttee :- Income	18,265	15,000	(3,265)	30,900			59.1%	
Expenditure	23,627	18,545	(5,082)	57,428	0	33,801	41.1%	
Net Income over Expenditure	<u>(5,362)</u>	<u>(3,545)</u>	<u>1,817</u>	<u>(26,528)</u>				
plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(4,546)</u>							

Detailed Income & Expenditure by Phased Budget Heading 01/10/2023

Month No: 6

Committee Report

SEPTEMBER '23

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Amenities Cttee								
201 Highways & Lighting								
1001 HDC Cleaning Grant	27,962	12,850	(15,112)	25,700			108.8%	
Highways & Lighting :- Income	27,962	12,850	(15,112)	25,700			108.8%	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	11,330	9,198	(2,132)	18,400		7,070	61.6%	
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	15,148	12,503	(2,645)	25,125	0	9,977	60.3%	0
Net Income over Expenditure	12,815	347	(12,468)	575				
301 Playing Fields								
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	400	(112)	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 01/10/2023

Month No: 6

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	4,115	1,752	(2,363)	3,500		(615)	117.6%	816
4312 Waste Removal	1,005	924	(81)	1,850		845	54.3%	
4320 Play Equipment Inspections	1,056	400	(656)	2,000		944	52.8%	
4321 Play Equipment & Maintenance	3,143	1,248	(1,895)	2,500		(643)	125.7%	
4352 Litter and Bins	2,162	1,626	(536)	3,250		1,089	66.5%	
4360 Allotment Maintenance	0	200	200	3,200		3,200	0.0%	
Playing Fields :- Indirect Expenditure	<u>11,992</u>	<u>8,350</u>	<u>(3,642)</u>	<u>31,003</u>	<u>0</u>	<u>19,011</u>	<u>38.7%</u>	<u>816</u>
Net Income over Expenditure	<u>(11,452)</u>	<u>(8,150)</u>	<u>3,302</u>	<u>(30,503)</u>				
6000 plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(10,636)</u>							
<u>302 Allotments</u>								
1005 Allotment Rents	4,925	3,700	(1,225)	4,700			104.8%	
Allotments :- Income	<u>4,925</u>	<u>3,700</u>	<u>(1,225)</u>	<u>4,700</u>			<u>104.8%</u>	<u>0</u>
4253 Water Charges	0	700	700	1,300		1,300	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>700</u>	<u>700</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>4,925</u>	<u>3,000</u>	<u>(1,925)</u>	<u>3,400</u>				
Amenities Cttee :- Income	33,427	16,750	(16,677)	30,900			108.2%	
Expenditure	27,139	21,553	(5,586)	57,428	0	30,289	47.3%	
Net Income over Expenditure	<u>6,288</u>	<u>(4,803)</u>	<u>(11,091)</u>	<u>(26,528)</u>				
plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>7,104</u>							

**Community Committee -
CONSOLIDATED P & L ACCOUNT**

Draft Budget 1st April 2024/ 31st March 2025

Dated 3rd Nov. {V1}

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	Budget 20/21	ACTUAL 20/21	Budget 21/22	ACTUAL 21/22	Budget 22/23	ACTUAL 22/23	Budget 23/24	YEAR TO DATE Month 7 (Oct')	Draft Budget for 24/25
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£900	£889	£975	£1,697	£ 1,800.00
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200	£1,964	£2,250	£2,121	£ 2,250.00
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,290.00	£ 850.00	£ 1,305.00	£ 1,550.00	£ 1,320.00	£ 1,600.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 17,300.00	£ 17,462.00	£ 18,250.00	£ 18,077.00	£ 18,400.00	£ 13,923.00	£ 29,000.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,401.00	£ 1,500.00	£ -	£ 1,500.00	£ -	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 585.00	£ 1,200.00	£ 1,117.00	£ 1,300.00	£ -	£ 1,350.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ 113.00	£ 200.00	£ 200.00	£ 200.00	£ -	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 400.00	£ -	£ 400.00	£ 76.00	£ 250.00	£ -	£ 250.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ 4,630.00	£ 5,000.00	£ 5,758.00	£ 5,000.00	£ 512.00	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 5,000.00	£ 5,200.00	£ 5,362.00	£ 6,800.00	£ -	£ 10,500.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ 725.00	£ 6,000.00	£ 5,440.00	£ 2,903.00	£ 1,386.00	£ 2,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 3,424.00	£ 3,500.00	£ 2,453.00	£ 3,500.00	£ 4,115.00	£ 4,000.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,450.00	£ 1,591.00	£ 1,450.00	£ 1,930.00	£ 1,850.00	£ 1,140.00	£ 2,250.00
4320	Play & Exercise Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 2,090.00	£ 1,800.00	£ 2,982.00	£ 2,000.00	£ 1,264.00	£ 2,650.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 7,275.00	£ 2,100.00	£ 3,237.00	£ 2,500.00	£ 3,219.00	£ 4,200.00
4322	Memorial Tributes											£ 1,000.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 3,108.00	£ 3,200.00	£ 3,396.00	£ 3,250.00	£ 2,412.00	£ 4,200.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 2,160.00	£ 3,800.00	£ 9,445.00	£ 3,200.00	£ -	£ 3,250.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,700.00	£ 53,684.00	£ 57,550.00	£ 63,631.00	£ 57,428.00	£ 33,109.00	£ 77,000.00
CODE	INCOME											
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00	£ 25,384.00	£ 25,700.00	£ 27,962.00	£ 29,500.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 500.00	£ 494.00	£ 500.00	£ 440.00	£ 500.00	£ 583.00	£ 500.00	£ 540.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,400.00	£ 4,384.00	£ 4,400.00	£ 4,193.00	£ 4,600.00	£ 4,706.00	£ 4,700.00	£ 5,099.00	£ 5,400.00
1006	Memorial Donations											£ 1,000.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 24,900.00	£ 29,206.00	£ 29,300.00	£ 29,253.00	£ 29,900.00	£ 30,673.00	£ 30,900.00	£ 33,601.00	£ 36,400.00
TOTAL INCOME OVER EXPENDITURE		£ 88,275.00	-£ 11,397.00	-£ 37,830.00	-£ 16,458.00	-£28,400.00	-£24,431.00	-£27,650.00	-£32,958.00	-£26,528.00		-£ 40,600.00

It has now been a few months since I was appointed as a member of the South Downs National Park Authority so time I reported back to the council about what I have been doing as an Authority member and with an update on the work of the Park Authority.

The Authority appointed me to its Policy and Resources Committee and I have so far attended the Authority AGM in July and two meetings of the Policy and Resources Committee, one in July and one in September.

The Authority has run a number of training sessions, and two induction days which included site visits, to help new members understand how the Authority works to meet its statutory purposes and duty, including how it partners and interacts with others to serve the wider purposes of the Park and to deliver its priorities, because the Authority itself owns a very small percentage of the Park. This includes engagement with major landowners within the Park through Whole Estate Plans, with the 6 farm cluster groups within the Park which cover around two thirds of the Park's area, with landowners on matters relating to Public Rights of Way, and with other organisations on the protection of the natural environment and the historic landscape and structures within the park, such as Natural England on the protection of National Nature Reserves and Sites of Special Scientific Interest.

Around 75% of the Park is farmed. DEFRA's Farming in a Protected Landscape Programme fund (abbreviated to 'FiPL') is an important source of funding for farmers and land managers for projects in the areas of: climate change mitigation; nature recovery; opportunities for people to access and enjoy the Park; the conservation and enhancement of the landscape and the historic structures and features within the Park; and sustainable farming businesses that contribute to a thriving economy. This fund is managed within the Park by the Authority's Farming Team.

The SDNP is the most populated national park in the UK, with 117,000 people living and working within it, and the Authority has a significant responsibility for meeting the needs of the communities within the Park through its role as a planning authority. It

also has a Sustainable Communities Fund which provides grants to partnerships and other not-for-profit organisations to help fund projects that will bring social, environmental, economic or cultural benefits to a community within the Park.

Around 2 million people live within 3 miles of the Park boundary, mostly in the heavily populated coastal strip. The Authority is keen to encourage people to visit, enjoy and learn about the Park, and to get involved in volunteering in the Park, in particular people from under-represented groups such as the young, disabled, socially disadvantaged and people from ethnic minority backgrounds. Projects to meet this objective include 'Miles Without Stiles', free to use mobility scooters at the Seven Sisters Country Park, volunteering opportunities specifically for people in the 16-25 age range, and the 'We Hear You Now' audio trail at the Seven Sisters Country Park and Sussex Heritage Coast where you can listen to several audio stories by female artists from ethnic minority backgrounds.

New members were briefed on the relationship between the Authority and the South Downs National Park Trust, which is an independent charity separate from the Authority but works in collaboration with it to help deliver the Authority's aims, and about the South Downs Commercial Operations Ltd which is a "Teckal" company for the Authority and which runs operations at the Seven Sisters Country Park. For those not familiar with what a Teckal company is, it is a company wholly controlled by a local authority and which the local authority also exercises effective day-to-day control over its affairs.

The Authority took ownership of the Seven Sisters Country Park from East Sussex County Council in July 2021 and have invested, and are continuing to invest, a considerable amount of money upgrading the facilities and improving natural habitats on the site. It is one of the most popular visitor destinations within the National Park and the Authority has ambitions to open a similarly successful visitor destination in the west of the Park should a suitable opportunity arise.

A strategy day for all Authority members was held at the Seven Sisters Country Park in September. It is expected that there will be a series of member workshops to consider in more detail ideas that came out of the strategy day discussions.

The Authority has begun work on its Local Plan Review. It proposes to keep much from its current plan, such as the landscape led approach, ecosystem services and the development strategy of a medium level of development dispersed across the National Park, but the review gives the Authority the opportunity to address particular issues such as climate change and nature recovery, review development needs, and allows it to address changes in national policy.

The Local Plan Review is at the evidence gathering stage and, to support community input into the review, parish councils within the Park have been asked to prepare a Parish Priority Statement (PPS) to be submitted to the SDNPA by 31 October 2023 (unless an alternative deadline is agreed with the SDNPA).

It is anticipated that a draft plan will be ready for a Regulation 18 consultation in early 2025.

Finally, the Authority is keen to understand what progress the local authorities that fall within the Park have made towards its priorities of 'Nature Recovery', 'Climate Action' and 'A National Park for All'. To that end it will be asking its members drawn from local authorities to do a brief presentation to Park Authority members covering their local authority's top level policy statements in respect of each priority area, and what their local authority has done, or is doing, in each of the three areas, plus a brief case study of a project in any of the three priority areas that provides a learning opportunity about implementation. It is expected that the presentations will be in January and I would be grateful for assistance from cabinet members with the relevant portfolios with putting together the Horsham District Council presentation, in due course. The SDNPA, like Horsham District Council, is using the OnePlanet platform which opens up significant opportunities for collaborative working between the two organisations.

Cllr Joan Grech, 11 October 2023

Item 10.2

Please see below a request for volunteers to assist with the Christmas event this year from the Business Chamber

I wondered if you could possibly put a request out for volunteers to assist with the; Christmas in Steyning shopping event on the 3rd of December 2023?

We have almost 14 hours of marshaling to cover and the more people we have the shorter each session is for everyone. The main roles are encouraging traffic to follow the diversions and any setup or take down activities that might arise.

It's a fairly large window of time, so if anyone could spare a few hours within the period that would be great.

Feel free to contact the Chamber directly with any interest.

Kind Regards

Russell G K Barnes (**Chair**)

