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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 18th SEPTEMBER 2023 AT 7.30PM

Councillors Present : Cllrs Young (Vice Chairman), Hanson, S. Alexander, Sharp, Foxwell, Ballance, Johnson, I. Alexander, M. Alexander, Lloyd and Linfield.

Clerks in attendance : John Fullbrook

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

Meeting commenced : **7.30 pm**

DRAFT MINUTES

ACTION

FULL/23/45 **APOLOGIES FOR ABSENCE**

45.1 Apologies were received from Cllrs Norcross, Bell and Trundle. Cllr Johnson gave apologies for likely having to leave before the end of the meeting. Cllr Campbell absent.

FULL/23/46 **DECLARATIONS OF INTEREST**

46.1 None

FULL/23/47 **QUESTIONS FROM THE FLOOR**

47.1 None

FULL/23/48 **MINUTES OF PREVIOUS MEETING -** Cllr Young **proposed, seconded** by Cllr S Alexander that

48.1 the minutes for the meeting dated the 17th July '23 be accepted as a true and fair record. **Agreed**

FULL/23/49 **MATTERS ARISING – These items were taken as read**

49.1 Clerk / JPYC to work on new Youth Club Business Plan & continue with meetings to progress with future service provision **– Actioned / See item 53.1**

49.2 Report from - All member working party concerning this councils aims & projects for 23/24 **– See item 52.1**

49.3 Clerk to bring back External Auditors progress on signing off 21/22 AGAR **– Actioned / See item 52.4**

49.4 To convene Working Practices Group to discuss amended & newly devised SPC Policies **– See item 52.7 to 52.11**

49.5 Clerk's office to publish three local consultations – Voluntary Carers, Adur River Recovery Project and Climate Action **- Actioned**

FULL/23/50	**REPORT FROM DISTRICT COUNCILLORS** ***(In Summary)***	
50.1.1	**Cllr Victoria Finnegan – (HDC) update – Item 1. – Policy Development Advisory Groups {PDAG's}.** Victoria has attended two PDAG's recently as Steyning have been involved. She reported that at one of these, the Standards Committee agreed that they would remain supportive to the Council, in keeping with Hoey-Ains implementation plan, but that a line was drawn subsequent to the July 26th meeting, because their focus was on moving forward in a positive fashion.	
50.1.2	**2. Bramber Brooks** – The HDC legal department are working out final details on its probable purchase – if completed Victoria will confirm this at a future meeting.	
50.1.3	**3. Climate Action for Business Questionnaire –** Deadline for Businesses to complete this is the 13th of October.	
50.1.4	**4. Parking** – Documents have been circulated regarding HDC's pragmatic approach to parking management – these to be circulated once again, with Victoria invited to join the Community Committee's working party as it compiles an outline plan for Steyning Parking Management.	**CLERK**
50.1.5	**5. Ivy at High Street Car Park -** impinging on cars and parking – the removal works to be completed within the next week or so. - plus, this is to be put into a regular maintenance plan.	
50.1.6	**6. Planning Representations** – Victoria is available to make representation's as and when required.	
50.1.7	**7. Local Plans** – Planning officers have said that the draft Local plan will be put to cabinet December '23 for then regulation 19 consultations to follow soon afterwards	
50.1.8	**8. Gatwick** – The inspectors have said the new runway can be considered	
50.1.9	**9. Charging Points in Fletchers Croft** – There was feedback as to why the points were moved from the original position – the detail would be forwarded to the clerk for distribution to Cllrs	**CLERK**
50.1.10	**10. Jarvis Lane** – There have been complaints received from residents on Jarvis Lane concerning parking or HGV's causing damage to roofs as they pass too close to the houses – this has been raised with Cllr Linehan	
50.1.11	**11. Water Neutrality** – Now HDC has to ensure prospective housing developers prove Water Neutrality of new builds, following a court case in Somerset.	
50.1.12	**12. White Bridge Closure** – Victoria has offered her support for moving the process forward	
50.1.13	**13. Free Wi-Fi on the High Street** – There has been a delay in ensuring that this service is improved – Cllrs said this was an important issue not just for traders but especially for carers.	
50.1.14	**14. Grants for a Christmas Events** – There is a grant available for £500 for probably Steyning Chamber to work with the Parish Council on an application.	**CLERK**
50.1.15	**15. Wall inspection** – The Clerk asked that if there was to be an inspection by a highways officer of the Car Park wall, that also the Elm Grove Lane flint wall be looked at. Clerk to send on details to Cllr Finnegan	**CLERK** **Cllr Finnegan**
50.1.16	**16. HALC** – There is a small green diversity budget available – Clerk to pursue	**CLERK**
50.1.17	**17. Questions raised** – A member of the public and SPC members raised the following points – Could Cllr Finnegan ask whether HDC have learnt enough from the Hoey-Ains review to prevent them needing to repeat the cost of a similar type of review in the future? Also, when was the promised Health Centre Car Park development going to start as it was now some many months delayed, and will there be a space reserved for our Minibus? Also, were HDC involved in helping make more space available at or near St Botolphs Cemetery.	**Cllr Finnegan**
FULL/23/51	**NEIGHBOURHOOD WARDENS REPORT**	
51.1	To receive the Neighbourhood Wardens reports for July & August 2023 – Cllr Johnson picked up on the point of Dog Fouling becoming more prevalent – and it was suggested it should be brought up once again at the next Community Committee meeting	**CLERK**

FULL/23/52 GOVERNANCE AND COMMUNITY MATTERS

52.1 Considering projects for this Council's term

Since the beginning of this current Council's term, there has been a consensus on attempting to prioritise what members want to achieve over the next four years in office. Aims, ideas and projects have been discussed inside and outside the council chamber, discussed in committee meetings, and notably within the two all-member working parties. There has been, and continues to be, a huge number of ideas both from members and from residents thanks to the 'call for SPC projects' via various SPC promotions. Though ideas will likely still trickle in, there is initial agreement for 'Year One', and at the F&GP meeting on the 12th of September a revised SPC Business Plan and then a new SPC Action Plan for the 2023/24 year was agreed. While continuing to welcome new ideas this Council needs to concentrate on two things, these being

1. Working collaboratively to ensure completion of the Year 1 Projects.
2. Beginning to formulate priorities for next year's Action Plan, so that members can think about what is required to achieve these aims – notably the finance to enable them to happen.

52.2 **Hoey-Ains implementation plan update –** The Chair updated on progress and called for members to continue to maintain good behaviour. The Clerk added that a large part of this meeting's agenda was about updating and amending SPC Policies to assist with the completion of the H-A Implementation Plan.

Also, the 6-month review that was agreed by SPC (although disputed by one of its members) has been discussed and reviewed by the Standards Committee at its 26th July '23 meeting – the report for which is appended as a supporting paper. It was further agreed by the monitoring office that subsequent to that 26th July meeting there would be 'a drawing of a line in the sand', so that subsequent to that meeting SPC could start anew and with positive convictions and intent and without referring back to criticisms/ complaints made in the past.

52.3 **SPC Memorial Tributes Policy approval –** The Community Committee had compiled a revised policy which now dealt with wider opportunities for residents to commemorate the passing of loved ones, beyond that of just benches. The new policy now inviting donation towards Trees, Seats of various descriptions, enhanced existing seating, and any other appropriate memorial tribute. Cllr S Alexander **proposed, seconded** by Cllr Hanson, that SPC accept the recommendation from the Community Committee to approve the new SPC Memorial Tributes Policy {as per supporting papers}. **Agreed** **CLERK**

52.4 **Update on Signing off the 21/22 External Audit report –** The Clerk noted that every year for the past 5 years an individual communicates directly with the SPC external auditor objecting to the Council's agreed governance and accountability end of year submission {The AGAR}. Since September 2022, SPC has been attempting to resolve the latest objections. After the external auditor admitted to forgetting to ask SPC for information in order to resolve it, in May '23, the clerk's office has since been more actively producing documents and explanations to help them resolve the many pages of objections received via this complainant. Notably in mid-June in one week the Clerk's office spent 27 hours compiling information and completing responses to specific questions. Since July the office has been regularly asking for an update on the resolution of objections and on the 13th September the Clerk's office received an email from the external auditor giving apologies and adding that it was now unlikely that the 21/22 AGAR would be signed off before the end of September due to other SAAA related pressures. The estimate for costs, due to their attempts to complete objection resolution, was currently quoted at £3,250. The members raised concerns as to why SPC money had to go towards these resolutions rather than providing facilities for the benefit of residents such as play area equipment. **CLERK**

52.5 **To agree the appointment of the Internal Auditor for 2023/24 –** the clerk advised as follows: **CLERK**

1. In normal circumstances it would be good practice to occasionally change your internal auditor, because they might become too familiar with staff and processes, (However - see points 1 to 7);
2. Mulberry & Co are the internal auditors for more local councils in the West Sussex than any other company
3. Their methods are rigorous, professional and produce excellent reports.
4. They are very reasonably priced.
5. They are the go-to training providers for WSALC and likely have been involved in most SPC councillors training in the last 6 years.
6. They are aware of SPC's historic internal problems and have been robustly supportive in resisting vexatious complainants.
7. SPC Councillors do occasionally observe the audits and most recently, the councillor in question reported back that it was 'a very professional and thorough process'.

Cllr Young **proposed, seconded** by Cllr Sharp that SPC appoint Mulberry & Co as the Internal Auditors for the year 2023/24. **Agreed**

52.6 **To approve the new draft SPC Part-time staff contract as per recommended by the Personnel Committee –** The Clerk explained the process by which the much-revised document had been derived and adapted from the NALC model 'Contract of Employment' paper. It had been checked against the Society of Local Councils Clerks {SLCC} guidance and had been further compared and contrasted with other progressive Parish Council staff contracts which broadly cover the same type of role. Finally, the Clerk received some final notes for consideration from *HR Services*, who have been involved and advised throughout the process. Cllr Young **proposed, seconded** by Cllr S Alexander, that the contract document with the amendments as per supporting papers, becomes the new format and script for the new Caretakers contracts. **Agreed** **CLERK**

52.7 **To agree new terms of reference for the Working Practices Group** – The Chair explained the reasons to amend the terms of reference, primarily being that parts of the previous duties have now been delegated to the Personnel Committee instead. Cllr Young **proposed, seconded** by Cllr S Alexander, that the updated terms of reference of the Working Practices Group be agreed as per supporting papers. **Agreed** **CLERK**

52.8 **To agree the amended 'SPC Data Retention and Disposal Policy' as per recommended by Working Practices Group.** On the 7th September @ 11.30 am the Working Practices Group met to deliberate and discuss a number of items, the review and amendment of the SPC 'Data Retention and Disposal Policy' being one of them. Cllr S Alexander remembered at this point to declare an interest in this item as he had Code of Conduct decision notices currently on the web site. Cllr Young **proposed, seconded** by Cllr Ballance, that SPC accept the updated 'Data Retention and Disposal Policy' as per the supporting paper. **Agreed. 10 For, 1 Abstained** **CLERK**

52.9 **To agree the newly devised 'SPC Publication Scheme' as per recommended by the Working Practices Group** – The format change and content details were in the first instance a product of the clerk's completion of a module within the recent Cilca training programme, and the members were reassured that the new format had been passed by the course modulator as part of that training programme. Cllr Young **proposed, seconded** by Cllr M Alexander, that the additions to the 'SPC Publication Scheme' be accepted as per supporting paper subject to the amendment that the grit bin locations also be placed on the SPC Web Site. **Agreed** **CLERK**

52.10 **To agree the amended 'SPC Grant Awarding Policy' as per recommended by the Working Practices Group** – The Revised Policy was updated with terms and conditions clearer, involving **CLERK** better language and grammar and thought to be more user friendly. Councillors appreciated the suggested emphasis being placed on applications which might have a positive impact on the environment and that there was now included, a one-page application form to allow for more structured and comparable requests, whilst not being too prohibitively cumbersome. Cllr Young **proposed, seconded** by Cllr Sharp, that the {amended} 'SPC Grant Awarding Policy' be accepted as per supporting paper. **Agreed**

52.11 **To agree the amended 'SPC Councillor – Officer Protocol' as per recommended by the Working Practices Group.** The Clerk outlined the two main reasons for the revisions to this document; there being a resolution agreed by the Personnel Committee that there needed to be included further guidance on what the Council needs to do when forced to deal with vexatious, burdensome, and disrespectful communications. Second, were the recommendations from the Hoey-Ains report that needed to be dealt with which stated that 'SPC needed to agree an enforced policy for dealing with persistent or vexatious correspondence to ensure that the business of the council is not unnecessarily diverted', and that council 'should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with officers, ….. with behaviour needing to be re-set'. The Clerk tabled a further amendment for consideration by members to avoid any remaining ambiguity in terms of what might otherwise be perceived as SPC being able to impose sanctions on its own individual councillors which of course it cannot do, and this was also discussed. Councillors spoke in support of the proposed additional process being as objective as possible, whilst also ensuring it involved several stages of committee-based agreement, and was aimed at achieving a positive outcome. Cllr Young **proposed, seconded** by Cllr Foxwell, that SPC accepts the amended SPC Councillor – Officer protocol plus the additional amendment in the additional supporting paper. **Agreed** **CLERK**

53.12 **To agree that SPC obtain the Power of Competence –** Supporting papers explained what the General Power of Competence meant for this council and detailed how the Council had now become eligible to obtain this additional 'power'. Cllr Young **proposed, seconded** by Cllr S Alexander, that as SPC fulfill the criteria for obtaining the 'General Power of Competence', it's proposed that SPC agrees to use it should the need arise. **Agreed.** At this point SPC members and residents in attendance showed their gratitude to the Clerk *'for his hard work in obtaining the CilCa qualification'* {One of the Criteria for eligibility}, and for *'doing us proud'*. **CLERK**

FULL/23/53 REPORTS FROM OUTSIDE BODIES

53.1 **Cllr Linfield, S. Alexander, and the Clerk updated on Joint Parishes Youth Committee –** Cllr S Alexander confirmed that the next meeting was due on the 25th September when a new outline business plan was to be discussed. **CLERK**

53.2 **Cllrs Young and M. Alexander – Isolation and loneliness / PPG update** – Vintage Years group doing very well, as currently running at near capacity. Regarding PPG, the Wilson Memorial Trust have recently given a £250 donation to the committee to help cover the cost of its quarterly promotional publication.

53.3 **Cllrs Trundle, Bell, S Alexander, Johnson & Linfield – Climate Action Group** – There is a meeting to be convened very soon. **CLERK**

53.4 **Cllrs S Alexander and Norcross – Wardens Steering Group** – Minutes of the meeting on the 12th Sept were presented as a supporting paper – Cllr S Alexander confirmed that the Wardens had been asked to be available to attend the Steyning Christmas shopping event.

53.5 **Cllrs I Alexander and Trundle – Joint Parishes Cemetery Committee** – There is a meeting due, and members will be informed by the clerk of this committee soon.

53.6	**Cllr Johnson – Steyning Greening Group –** The monthly newsletter will be sent on to the clerk and then distributed to members.	
FULL/23/54	**PROGRESS REPORT - ONGOING ITEMS** **To receive the following ongoing items**	
54.1	*Making Steyning a 'Dementia Friendly Town'* – Cllr Norcross to provide further information at the next meeting, - **Ongoing**	**Cllr Norcross**
54.2	*Clerk to discuss any new S106 funding opportunities with HDC* - **Ongoing**	**CLERK**
54.3	*Council to complete actions as per the agreed implementation plan {Hoey Ainscough Report}*	**CLERK**
54.4	*SPC to work with Steyning Business Chamber to set up Disc reporting system for High Street retailers.* There have been communications which have amounted to little action so far, but the Clerk has obtained a new contract at HDC who is likely to enable a more productive response - **Ongoing**	**CLERK**
54.5	*Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media installation, outstanding highways scheme applications and local water resources.*	**CLERK**
54.6	*SPC Bank signatories Ex Councillors to be removed from listings* - **Ongoing**	**CLERK**
FULL/23/55	**CORRESPONDENCE AND INFORMATION ITEMS**	**CLERK**
55.1	**Rampion 2 notification –** On the 7th September the Rampion II development consent order {DCO} application for an offshore windfarm {including 90 wind turbines} was accepted for inspection by the Governments planning inspectorate.	
55.2	**Closure of Public Right of Way Notification** – Downs link / South Downs Way for urgent works due to start on the 25th of September	
55.3	**White Bridge Notification** – FAQ's have been sent in from WSCC, and will be published on the SPC Web Site	
FULL/23/56	**DATE OF NEXT FULL COUNCIL MEETING: 20th November 2023 at 7.30pm**	

Meeting closed at 9.10 pm

Signed …………………………………………… Date 20th November 2023
Chairman

A recording of this meeting is available at - https://youtu.be/PUeBm2Yl71c

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

SEPTEMBER 2023

Hi vis Patrol hours TOTAL:	**77**	**ASB incidents TOTAL:**	**4**
Foot - Steyning/Bramber/Upper Beeding	17/6/13	Noise	2
Vehicle - Steyning/Bramber/Upper Beeding	20/6/15	Neighbours	0
Notices/warnings TOTAL:	5	Driving/vehicles	1
Verbal warning	2	Bicycles	0
Parking alert	3	Alcohol	1
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	**Clear up/disposal reports TOTAL:**	5
Reports into Police TOTAL:	9	Fly tipping / flyposting	1
Phone (including 101 and 999)	1	Graffiti	0
Online	2	Dog fouling	0
Intelligence report	0	Litter	2
Verbal	6	Drug litter	2
E-CINS (multi-agency reporting)	0	Hazards	0
Media Reports TOTAL:	4		
Press release/Community magazines	0		
Social media posts	4	**Community events attended**	
Admin, Training, Meetings & Events	36	**School contact**	1
Vulnerable people welfare checks	10	**Youth engagement**	6
Signposting	4	**Reports to DVLA**	0
Safeguarding referral	0	**Reports to Operation Crackdown**	1

ASB crime

Steyning

We received reports regarding antisocial behaviour (ASB) at the bus shelter, including loud music, underage drinking and that one of those involved allegedly seen with a knife. A resident also reported this to the police, who attended. Two people were searched but no knife found on them. We are working with the police to assess the situation and to feed back any information if the ASB appears to be starting again at the bus shelter as a regular occurrence.

We visited a resident that was worried that their house would be broken into, as this had happened previously. They reported someone acting suspiciously outside of their house on a regular basis. We have informed the Police Community Support Officer (PCSO) and will also patrol the area.

We received a report of young people climbing onto charlcraft roof. We advised to report to the Police on 101.

Report received re cars performing doughnuts in Fletchers Croft car park, increased monitoring there to deter. Encouraged residents to report to Operation Crackdown if they witness this and are able to obtain vehicle details.

Bramber

None to report.

Upper Beeding

None to report.

Parking/vehicles

Steyning

A vehicle has been left in the High Street car park. We have spoken with the PCSO (Police Community Support Officer) who has informed us that the owner is a vulnerable person that lives out of area. The car may be difficult to move/retrieve but work is being put in place to rectify the problem to free up the parking space for car park users and the market. We have passed on the necessary information to Horsham District Council's (HDC) parking team.

A lorry was unable to make a delivery to the cricket club and had to park on Charlton Street, but it was tight for traffic to pass. We helped to get cars through the small gap and redirected larger vehicles. When the delivery was done we helped guide the driver passed the parked cars so that he could get out.

Bramber

None to report.

Upper Beeding

Fly tipping/littering/graffiti

Steyning

Bramber

We came across several black sacks that were filled with household rubbish along Annington Road by the entrance to the cycle path by the river. We reported these to HDC as flytipping for removal.

Upper Beeding

Community engagement/events/meetings

We attended the quarterly Steering Group Meeting to discuss our projects, parish and HDC priorities.

We attended the Peer Group Conference (PGC – a multi-agency meeting where young people are discussed as a means of early intervention). A vulnerable young person that we are aware of was on the meeting agenda. We attended the meeting to hear what the latest updates are and to feed in information concerning this young person.

We met with the Steyning Community Partnership to update on projects and to be able to work more closely together. We have been looking for funding opportunities to help finance some of our upcoming projects, the partnership will be supporting us with funding applications.

Steyning

Bramber

None to report.

Upper Beeding

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- Cobblestone Walk
- MPF

Bramber

- Bramber Castle

Upper Beeding

- Playing field
- Small dole skate park

Beeding Hill/Truleigh Hill

Older, vulnerable people and youth

Steyning

A teacher from Steyning Primary School reached out to us regarding arranging a talk on drug awareness for the year 6 classes. We will be teaming up with PC Sally Scott from Sussex Police to deliver the talk and have arranged a date for October during County Lines Awareness Week.

Bramber

None to report.

Upper Beeding

We carried out some partnership working with Age UK and visited the HDC Community Link clients. We introduced ourselves, tested their fall alarms and fire alarms and were able to refer straight into Age UK if they had any additional needs. As a result of these visits we requested one visit from the Fire Service to install fire alarms and one visit from the Community Link team for a faulty unit.

Dog related issues

Steyning

We received a report of a dog walking company operating in mouse lane walking several dogs, many of which were out of control. HDC have sent a letter to the business owner asking them to make sure dogs are kept under control.

Bramber

None to report.

Upper Beeding

None to report.

Cycling

Steyning and Bramber

Upper Beeding

None to report.

Other

We are planning on starting a monthly boardgames club that will be open to all. We have spoken with the staff at Fresh Start who are happy to support us in our project.

We called 999 and Bomb Disposal after a resident found an unexploded WW2 Mortar Bomb on the rifle range and took it home to their garden before reporting it to us.

We have spoken with Fresh Start to try and find items that will be suitable for a project we are working on where we will turn an unused room in Dingemans into a games room.

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

OCTOBER 2023

Hi vis Patrol hours TOTAL:	**60**	**ASB incidents TOTAL:**	**1**
Foot - Steyning/Bramber/Upper Beeding	10/3/6	Noise	1
Vehicle - Steyning/Bramber/Upper Beeding	25/6/10	Neighbours	0
Notices/warnings TOTAL:	4	Driving/vehicles	0
Verbal warning	0	Bicycles	0
Parking alert	4	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	**Clear up/disposal reports TOTAL:**	9
Reports into Police TOTAL:	3	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	3
Online	1	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	2	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	4
Media Reports TOTAL:	2		
Press release/Community magazines	0		
Social media posts	2	**Community events attended**	0
Admin, Training, Meetings & Events	87	**School contact**	5
Vulnerable people welfare checks	5	**Youth engagement**	5
Signposting	6	**Reports to DVLA**	0
Safeguarding referral	0	**Reports to Operation Crackdown**	4

ASB crime

Steyning

We were made aware of a person that may have been following a group of young people. We signposted the caller to make an official police report. We patrolled the area in the early evening and looked out for a person that matched the description given. We spoke with the PCSO (Police Community Support Officer) to make sure we both had all the information that was available regarding this issue.

We received a report of a person sitting on a bench in a residential area, playing loud music at night and drinking alcohol. We contacted the housing officer that covers the property and will add the location to our evening patrols. We also made the PCSO aware.

Bramber

None to report.

Upper Beeding

None to report.

Parking/vehicles

Steyning

We have had further discussions with Horsham District Councils parking team and the police in reference to the car that has been left in the High Street car park. The PCSO for the area continued to try and contact family members, the car has now been removed.

Bramber

None to report.

Upper Beeding

Two parking alerts have been issued, and two Operation Crackdown reports submitted for a van that was parked on a junction (Manor Road).

Two parking alerts have been issued for a van that was parked too close to the junction (Manor Road – this is a different vehicle to above). An Operation Crackdown report has also been made.

We signposted residents to report to Operation Crackdown when they experience obstructive parking when it is too close to a junction.

Fly tipping/littering/graffiti

Steyning

We reported fly tipping on Titch Hill. We also reported graffiti for removal on the digital communications board in Fletchers Croft car park, on an HDC bin on the public footpath by Coxham Lane, and on a HDC bin on Bramber Road.

Bramber

We reported fly tipping that had been left on Annington Road to Horsham District Council to be collected.

Upper Beeding

None to report.

Community engagement/events/meetings

We have arranged Community Drop-ins where members of the public from Steyning, Bramber and Upper Beeding are welcome to meet the Neighbourhood Wardens and ask any questions they may have regarding community safety. These will be held on the following dates:

- 18th November – Steyning Library 12:00-13:30
- 16th December - Steyning Library 12:00-13:30
- 13th January – Upper Beeding Village Hall at the Repair Café 14:00-15:30
- 10th February – Upper Beeding Village Hall at the Repair Café 14:00-15:30
- 9th March – Upper Beeding Village Hall at the Repair Café 14:00-15:30

We met with the manager of Cobblestone Walk to discuss the possibility of holding our board games club at the Paws for Tea rooms. We will meet again to confirm dates, times, and costs. The board game club will be open to all and will be an intergenerational project to tackle isolation and loneliness and to break down barriers that can lead to perceptions of feeling unsafe when in the community.

We have submitted funding applications from the Wilson Memorial Trust and the Police Property Act Fund to try to raise some money to be used on the board games club and the games room at Dingemans.

We met with the two new Anti-Social Behaviour Caseworker/Community Safety Officers for Horsham District Council. We showed them the main areas that we received reports of ASB.

We completed online Risk Assessment training.

Steyning

We had a meeting with the pastoral care team at Steyning Grammar School to update them on students we have concerns over. The police also attended this meeting. There were not many students that the school wanted to bring to our attention. We will be looking at holding more meetings to improve information sharing with the school. We have passed on the contact details of one of the teachers as a direct point of contact for the Co-op who have needed to identify students in the past.

We met with the organisers of the Steyning Festival and will be getting involved in the event this year by supporting the community-based events.

We hosted the Dingemans social club and the numbers have been improving. We also met with the manager to confirm that the games room project can still go ahead and that we can get started on bringing this idea to life. We have been carrying out planning and have submitted funding applications to raise money for some of the some of the features of the room that we would like to introduce. We are also working with Fresh Start who are keeping an eye out for us for certain items that may become available through their house clearances.

Bramber

None to report.

Upper Beeding

We have organised a poster competition at Upper Beeding primary school for the year 5 and 6 students. This will be focused on reducing speeding on the roads. We are holding the competition during Road Safety week in November and the top 3 designs will be made into posters that will be on display across Steyning, Bramber and Upper Beeding. The winners will receive book vouchers.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle
- Botolph's Church

Upper Beeding

- Playing field
- Small dole skate park
- Beeding Hill/Truleigh Hill

Older, vulnerable people and youth

Steyning

We carried out a welfare check on a person that has been living in a van for a few weeks. They were ok and did not need any further help.

We engaged with a group of young people that were outside the Steyning Centre. They were interested in the car and asked lots of questions about our role as Wardens. We later saw the same group in the High Street and they came to speak with us at the bus shelter. We advised one of the group to get some lights for their bike, as they did not have any.

We gave a talk at Steyning Primary school to introduce ourselves to the year 6 students. We invited PC Sally Scott to join us to give a presentation on exploitation and drug awareness.

Bramber

There was a group of young people that had left their bikes on the bend of the entrance to Bramber Castle, which was obstructing cars from passing. We spoke with the group and asked them to move their bikes, which they did, and pointed out the safety concerns.

Upper Beeding

We arranged a meeting with the assistant head teacher at the Towers site of Steyning Grammar school. This meeting is to introduce ourselves, to find out if there are any vulnerable students we need to be aware of and to see what future projects we can work on together.

Dog related issues

We signposted a resident to report to the police an incident they had witnessed where a dog was behaving in a way that they found to be intimidating.

Steyning

We signposted a District Councillor to encourage members of the public that have witnessed out of control dogs/dangerous dogs to contact the police and the SBUB wardens (if within our Parishes) to inform us of times to patrol certain locations to deter the behaviour. If outside of our patch, we advised to also contact HDC's Community Safety team.

We were contacted by a person that had received a letter from HDC's Community Safety team regarding dogs they were walking. We requested the Community Safety Team call them back to discuss the letter as we had not been involved with the initial report. We also supported the caller by looking into Facebook comments that they had found upsetting on local Facebook pages. We advised on the Public Space Protection Order (PSPO), how they can keep themselves safe on walks and signposted them to report to the Facebook Help Centre for social media concerns.

Bramber

None to report.

Upper Beeding

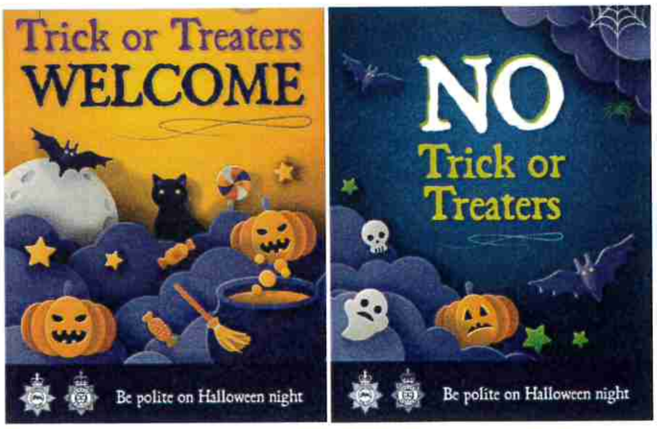
None to report.

Cycling

None to report.

Parish specific/other

We have made social media posts about how to stay safe this Halloween and provided a link to a Sussex police poster that can be printed and displayed in windows of homes to welcome or deter trick or treaters.



Steyning

Four ambulances had been called to a property in Church Road which meant the road was blocked. We redirected traffic to help relieve the build-up of traffic.

We came across a PSPO (Public Space Protection Order) sign that had been taken down/broken. We recovered it and will try to locate where it has come down from.

We called the Salvation Army to report an overflowing clothes donations bank in the Fletchers Croft car park. There are as many as 40 bags outside of the collection bin and unfortunately were out in the heavy rain, hopefully the contents can still be salvaged. We emailed the British Heart Foundation to report the overflowing books donation bin. Both have now been cleared.

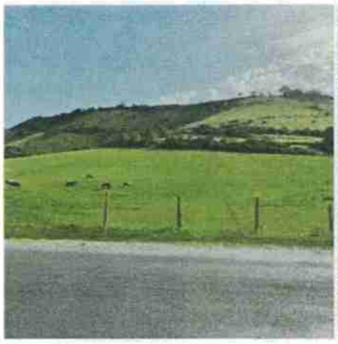
We came across a damaged bus timetable sign on Henderson Walk, most likely from exposure to the weather, and requested a repair from Compass Travel.

Bramber

None to report.

Upper Beeding

None to report.




SPC 'Call for Projects' promotion Item 8.1

Briefing Note

In July this Council decided to ask its residents what thoughts and ideas they had when it came down to possible future projects or issues they wanted to raise for SPC to concentrate upon.

There were a couple of emails sent in to the Clerk and a connected social media request which a councillor promoted to widen the scope of the promotion.

The following is a summary of the notes that have been received at the Steyning Centre.

This item is on the agenda for members to discuss and to decide how they want to proceed

Following this page and by way of a reminder is the excerpt from the September 'Your Steyning' magazine promotion

Suggestion Box comments

- Free car parking in Steyning to lessen the parking in the streets, especially outside the church.
- Electric car chargers requested
- Double Yellow lines on narrow residential streets required
- Free parking for Steyning employees
- Removal of the graffiti on the fences either side of the twitten from the top of Rosemary Avenue to Roman Road and anywhere else it is present.
- Electric charging points in car parks requested
- Street Cleaning/dead weeds in historic areas removed
- Extend parking discs for workers to avoid Church St being a car park.
- Newham Lane is like a speed track and a limit needs to be set so one can cross the road without fear of being run over.
- 20mph speed restriction on roads suggested (!?)
- Newham lane to become a cul de sac so no through traffic is possible to the Bostal road.
- Now that the flint stone wall leading down to The Steyning Centre car park and the path is back in use, perhaps it could be re-surfaced as the condition of it is poor and hazardous for mobility scooters, pushchairs, etc

Based on the comments above we can see that there were:

4 comments on parking issues,

2 comments on electric charging points

3 comments on traffic calming on certain roads

2 comments on Graffiti and street cleaning

Tackling anti-social behaviour {ASB} remains a primary objective of SPC for the next term. Planning is already in place for an improved state-of-the-art CCTV (closed circuit TV) system to give round-the-clock surveillance for some areas of the town, notably the High Street, but this will be subject to public consultation before any installation is approved. And the Council will continue to work closely with Sussex Police and its own Wardens to ensure regular town patrols, and effective reporting and action against ASB continue.

Recognising the need to provide for both the current and future Housing and Infrastructural needs of its residents, SPC will also be re-assessing its Neighbourhood Plan with a view to including a key housing component. And as skateboarding becomes an established Olympic sport, SPC plans to assess the practicality once again of installing a skateboard park for aspiring local skaters.

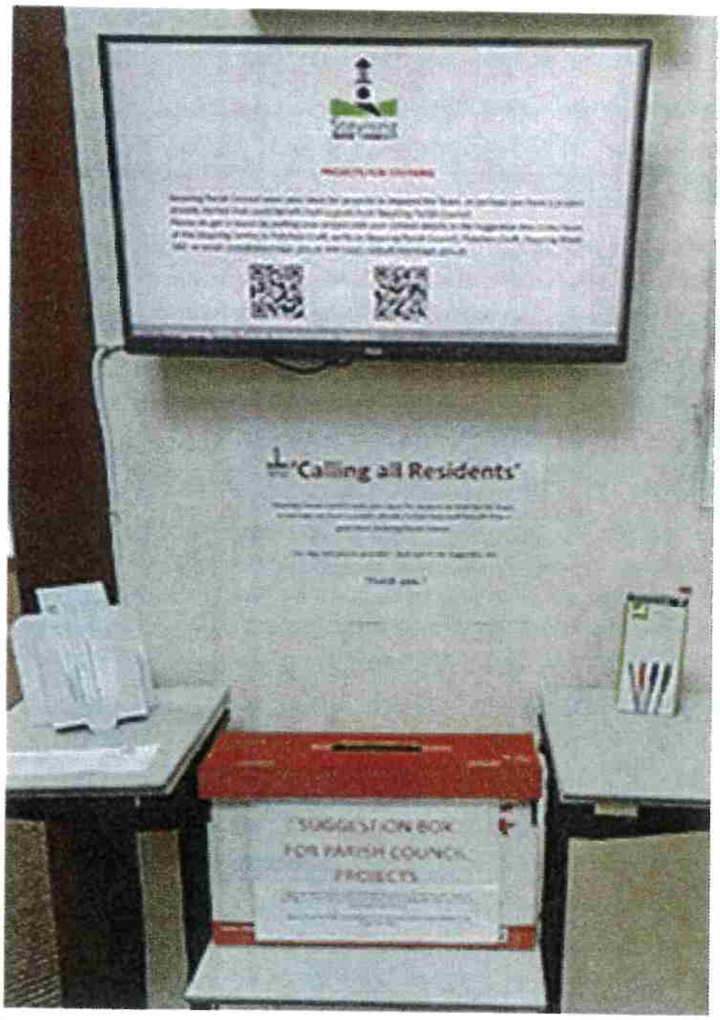
Looking forward to the next four years, SPC Chair Joanna Norcross comments, *'We have a number of exciting projects that we are discussing and hope to be able to progress and complete over the term of this Council. I am excited to be working with such an enthusiastic and energetic group of people, many of whom are new to the Council, and I am confident that we will move forward in a positive and collaborative manner'.*

Suggestions please!

This newsletter includes just a few of the key projects SPC has planned for its future term in office. But there is always room for more!

Its aim is to meet the needs of its community and truly reflect its wishes and requirements, and with this in mind your Council is asking you for your thoughts and ideas for new projects to improve the town and make it an even better place to live.

Please send your thoughts to the Steyning Centre, Fletchers Croft, Steyning, BN44 3XL, or via email to the clerk@steyningpc.gov.uk or pop your suggestions into our 'traditional' suggestion box located in the Steyning Centre foyer: pictured here.



	Recommendation	Action to be taken	By Whom	Review of Actions

Hoey Ainscough Report 12 Month Review Nov '23 – Recommendations & Completed Actions

R1	As a priority the Council should sign up to the NALC/SLCC Civility and Respect Pledge.	All Cllrs sign up and agree to abide by the pledge at a Full Council Meeting	SPC	COMPLETED Council {as a body corporate} is signed up And has unanimously taken the pledge
R2	In doing so the Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with officers, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate. Behaviour needs to be re-set to improve relationships to allow Council business to be transacted.	Agreement on Language can be made via Working Practices WP The tone of the emails is a more difficult issue to deal with – as to how – at present this is unresolved – in the first instance this should be self-regulated by Clerk and then by majority rule from the Council if needs be.	Working Practices Then agreed at Full Council Clerk to regulate in first instance– emails. Chairs to challenge Cllrs in - meetings. Council to agree or otherwise	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. Council has agreed new policies, and a procedure is in place for agreement as to language used in correspondence and meetings which stems from this. Unfortunately, one individual continues not being receptive, as they fail to acknowledge their behaviour could be improved and does not agree to the policy procedure amendments. However, SPC remains hopeful that an improvement 're-set' is possible.
R3	In agreeing to the Pledge, all councillors should give an undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals or their integrity. Until such respect is shown the Council cannot move forward	Behaviour needs to be modified by first taking the pledge. If some individuals do not understand that they are causing offence, then hopefully they will respect other Cllrs and the clerks' comments and not continue to argue their position.	Cllrs All Cllrs have to work together to assist with a higher level of understanding	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. All councillors have agreed to the pledge and have also agreed to treat fellow councillors and officers with respect. Unfortunately, there remain occasions when personal attacks on individuals or their integrity or the integrity of the Council as a whole occur.
R4	All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed, they should discuss this respectfully with the Clerk and the Clerk should be allowed to give a ruling with reasons such as a reference to existing policy or legislation as to whether or not the concern is legitimate. This ruling should be communicated to all councillors. Where the concern is legitimate such, a ruling should include the steps needed either to rectify the matter with an agreed timescale or the changes needed to prevent the matter re-occurring. Where the majority of councillors accept that the concern has been dealt with, the matter cannot be raised again for six months in line with Standing Orders.	Cllrs to follow the guidance not only of this recommendation and take care in how they raise issues, but then adhering to existing, and any amended, SPC policies, then await a response. The Clerk should respond as soon as reasonably practical or give reasons why not. Cllrs should abide by the response given. If the requester still has concerns, the matter is taken to all councillors and the majority ruling abided by.	Cllrs Clerk Cllrs Clerk and Cllrs	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. The Clerk has continued to point out when poor behaviour in meetings or via correspondence has occurred including breaches of policy, respect and good practice. When the ruling is not accepted by an individual, there is now a pathway to attempt resolution via the Officer/Councillor protocol process.

	Recommendation	Action to be taken	By Whom	Review of Actions

Hoey Ainscough Report 12 Month Review Nov '23 – Recommendations & Completed Actions

R5	All councillors who are unwilling to take, or abide by, the Pledge and modify their behaviour to improve internal relations should consider resigning with immediate effect for the greater good of the constituents of Steyning and Council business.	All Cllrs to take the pledge Some Cllrs to modify their behaviour observed	All Cllrs Cllrs	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. The individual unwilling to modify their behaviour and abide by the pledge seems unlikely to consider resignation.
R6	The Council should develop a comprehensive training and development strategy for the new Council which covers all areas of Council business. It should in particular include training on the Code of Conduct and appropriate standards of behaviour.	There is already a Training programme in place. There is a SPC Training 'Statement of intent' and both Cllrs and staff are offered opportunities to train from the moment they 'sign up'.	Cllrs and Clerk	COMPLETED The Council has a comprehensive training and development strategy and indeed is considering an amended policy at its next working practices group meeting which includes more emphasis on further training on Code of Conduct and appropriate standards of behaviour
R7	The Council should develop an agreed understanding of the role and expectations for individual Cllrs when they are acting as Full Council members, as committee members, as individuals and as representatives of the Council externally.	Cllrs to re-read the information already provided and abide by Policies. Clerk to check Cllrs are aware where the information is and resend if necessary	Cllrs Clerk	COMPLETED The Clerk has disseminated information about Roles and Responsibilities via emails and induction packs and which includes a number of sources such as the 'Good Councillor guide' - This going to all Cllrs. On occasion for individual cases the Clerk has specified where improvement may be needed. Further training for some Cllrs may be considered
R8	That councillors are reminded that they cannot speak on behalf of the Council unless authorised by the Full Council to do so. Any correspondence from individual councillors needs to make this clear. Where an individual represents themselves as speaking on behalf of the Council, the Clerk should correct the record at the earliest opportunity.	Cllrs to re-read the information already provided and abide by Policies – with an amendment required to email policy to clarify position Clerk to check Cllrs are aware where the information is and resend if necessary	Cllrs Clerk	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. One councillor continues to correspond with outside bodies, and local groups and individuals as a councillor without delegated authority and often in opposition to the council's agreements or policies. The Councillor does not agree with the views of the Hoey report, best practice guidance, policies, nor the Clerk.

	Recommendation	Action to be taken	By Whom	Review of Actions

Hoey Ainscough Report 12 Month Review Nov '23 – Recommendations & Completed Actions

R9	That councillors understand their fiduciary duties and vicarious liability and be reminded that they are all individually and severally liable for the finances and employment practices of the Council. Individual councillors should therefore be reminded that they should not act alone and unilaterally once Council collectively has made a decision or agreed a course of action	A Cllrs fiduciary duties and vicarious liability to be written into their guidance pack / information with greater clarity. Then woven into the appropriate SPC policy, then agreed.	Clerk with approval from Council	PARTIALLY COMPLETED The Cllrs understanding of fiduciary duties and vicarious liability has been discussed but is yet to be set out within an SPC policy.
R10	The Council should consider working with Horsham and the West Sussex Association or any other appropriate organisation approved by Horsham to ensure it has comprehensive and up-to-date HR and grievance policies and that these are effectively enforced	There are policies already in place	N/A	COMPLETED The Council has up-to-date HR and grievance policies.
R11	The Clerk should complete CiLCA as a matter of priority. A timetable should be agreed between the Chair and the Clerk with dedicated 'professional development' time set aside in the working week to allow this to happen	Clerk Chair & Vice Chair to continue to monitor progress and complete appraisal review before end of 2022	Clerk Chair and Vice Chair	COMPLETED The Clerk has successfully completed the CiLCA qualification, having been assigned some 'professional development' time.
R12	The Council should ensure that its email policy is properly enforced, and the Clerk empowered to draw a line under correspondence such that if the policy is breached the Clerk will simply reply to say that the email will not be responded to as it falls outside the policy. There may be exceptions for significant urgent matters, but the Council as a whole shall agree a definition of what those exceptions should be. All emails should go through the Clerk.	Email Policy to be amended Clerk to respond to breaches as per set out in recommendation Cllrs to abide by response	SPC Clerk	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. The email policy has been amended and agreed by council, but one councillor has opposed the changes and ignores some policy guidance. Not all emails are therefore going through the Clerk
R13	The Council should have an agreed and enforced policy for dealing with persistent or vexatious correspondence to ensure that the business of the Council is not unnecessarily diverted.	A new policy should be put in place which covers vexatious behaviour	Clerk to source policy guidance & present to Working Practices for SPC approval	COMPLETED SPC has agreed a Cllr/Officer protocol which includes a process for dealing with vexatious correspondence.
R14	The Council should agree how governance issues should be raised in meetings to allow reasonable discussion but also to allow other business to be transacted.	This item should be discussed at Working Practices and written into Councillor / Officer protocol then agreed at Full Council	Clerk's office to source policy guidance & present to Working Practices for SPC approval	COMPLETED There is an understanding of how governance matters should be raised, and a new Officer/ Councillor protocol is now in place to assist with this process
R15	The Council and the Clerk should agree a work schedule to ensure that officers' time is focussed and that there are realistic expectations on their time within agreed working hours.	Produce a working schedule for both Clerk's and Council's agreement	Personnel Committee	PARTIALLY COMPLETED The appraisal process has helped with many time-wasting practices having been dealt with, by council agreement – but there is still some work to do

	Recommendation	Action to be taken	By Whom	Review of Actions

Hoey Ainscough Report 12 Month Review Nov '23 – Recommendations & Completed Actions

R16	The Council needs to agree a councillor-officer protocol which would include a shared agreement as to the circumstances when councillors should have access to officer time and how the Clerk should respond to queries from individual councillors.	This item should be discussed at Personnel Committee and written into Councillor / Officer protocol then agreed at Full Council	Personnel Committee	COMPLETED New Councillor / Officer protocol is now agreed and in place
R17	The Council should review its current staffing structure to ensure it is in line with its strategy and able to help the Council deliver it and that the Clerk's key performance objectives and time are geared to deliver that strategy	Review of Staffing Structure K. P. I's are already in place, but need to be reviewed before end of 2022	Clerk , Chair & V. Chair, Personnel Com' Clerk/Chair/V. Chair	PARTIALLY COMPLETED Staffing structure has been discussed. New KPI's for the Clerk to be determined in line with new Councils goals after new Youth Worker positions are agreed.
R18	The Council should ensure that the Clerk and the Council make best use of external support and advice from its memberships of professional bodies	Largely this already happens. To be reviewed by Personnel Committee	Personnel Committee	COMPLETED There is advice sought when required, but there is always room for improvement, but both Council members and office staff are aware how to source this advice if needed
R19	The Council needs to review whether it has all appropriate and up-to-date policies in place and ensure that policies are available on the website.	Some policies to be reviewed and appropriate amendments put in place	Working Practices	COMPLETED Up to date policies agreed by Council and published and on the SPC Web Site
R20	The Council needs to adopt a clear statement of councillors' right to information and a 'need to know' policy and review its implementation of freedom of information requests in the light of that policy.	A 'Need to Know' policy to be put in place or its points added to an existing policy	Working Practices	COMPLETED A 'Need to know' statement is now included within the amended SPC Email Policy.
R21	The Council should adopt a recording of meetings policy and decide how long it needs to keep recordings once minutes have been agreed	SPC to consider amending either its Communications policy or its Retention and Disposal policy and or its Community Engagement policy	Working Practices	COMPLETED The SPC Document Retention and Disposal Policy was amended in Sept '23 to include agreed schedule of disposals of recordings off the SPC Web Site.
R22	The Council needs to adopt a social media Policy which would cover both appropriate use of social media by individuals and the Council's own approach to social media as an organisation	There is a policy already in place	N/A	COMPLETED There is an SPC Social Media Policy in place and this was agreed in May 2023.
R23	The Council needs to review its approach towards planning delegation if this has not already been done in the last six months.	There is a policy now in place	N/A	COMPLETED A policy is in place giving delegated authority via email agreement for Cllrs, if a planning meeting not scheduled in time for the principal authorities needs.

Hoey Ainscough Report 12 Month Review Nov '23 – Recommendations & Completed Actions

	Recommendation	Action to be taken	By Whom	Review of Actions
R24	All councillors need to be familiar with Standing Orders and should have a pack which contains all policies, Financial Regulations and Standing Orders that they bring to each and every meeting to aid understanding and avoid confusion.	There is a pack distributed to Cllrs when they take up the position after election	N/A	COMPLETED All Councillors receive an induction pack which includes F. Regs , Standing Orders and other most relevant policies and are asked to bring it to all meetings. {New version was distributed after '23 election}
R25	The '2-minute' rule in Standing Orders should be enforced and all councillors should support the Chair in ensuring the meeting is run efficiently and without conflict. The rule may be waived in exceptional circumstances where an agenda item is of particular significance, but this must be agreed at the start of the agenda item and a revised time limit (say 5 minutes) agreed	This rule has been more robustly enforced recently by all SPC Chairman to ensure meetings are run more efficiently and with less disruption or unnecessary diversion. Chairs to continue to use this Standing order, but have in mind when it should be waived	Chairman	COMPLETED Despite initial reluctance from some Cllrs, and sometimes annoyance from same when Chairman attempted to use this rule in a strict manor, nonetheless it is being observed more successfully as time passes & Cllrs get used to the idea.
R26	Minutes should be agreed at the following meeting. Amendments can only be proposed by those who attended the meeting and should be factual only rather than opinion	Councillors to continue to be aware of the comments noted within the recommendation and abide by them Chairman to enforce this	Cllrs Chairman	COMPLETED Minutes are now being agreed in a way more conforming to best practice, however some councillors are still determined to discuss matters which are not necessarily concerning their accuracy
R27	Minutes should be done in the recommended style as a record of the decisions made at meetings to help anybody understand the process by which a decision is made. So, they should make clear the decision taken with some brief summary of matters considered for and against	None	Clerk	COMPLETED The style and content of minutes is now rarely challenged. There is progressively less of a disruption caused by one Cllr concerning Draft Minute agreement.
R28	The requirement that voting is recorded should be reconsidered	Cllrs should be aware that Standing orders gives them the right to ask for voting to be recorded, however this should be used sparingly and not agreed for the 'rest of the' meeting – The Clerk to enforce this.	Cllrs / Chairman	COMPLETED Councillors are now conforming to a lesser consideration for voting to be recorded in this way.
R29	The practice of allowing a councillor who cannot attend a meeting to send their views for consideration at that meeting should be stopped	This practice to stop forthwith	Cllrs	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. The issue is less frequent than before, but one councillor remains keen to have his views discussed in his absence
R30	The agendas for meetings should be timetabled to ensure business is effectively transacted. Where there needs to be a variation to the timetable that should be agreed at the start of the meeting	Timetabling 'guidance' to start at the 21st of November Full Council Meeting This is still subject to Chairmans discretion	Clerk / Chairman	COMPLETED This guidance tool is now being used to good effect when necessary and certainly at every Full Council Meeting

	Recommendation	Action to be taken	By Whom	Review of Actions

Hoey Ainscough Report 12 Month Review Nov '23 – Recommendations & Completed Actions

R31	Apologies for absence should only be accepted where a valid reason is either given to the meeting or given to the Clerk in confidence	This was reviewed at the recent meeting with HDC Monitoring Officer, and it was generally agreed that current practice is acceptable – to avoid conflict	All	ACTION COMPLETED BY 14 OUT OF 15 CLLRS. One Councillor is often choosing not to give any apologies when absent.
R32	After the next election the new Council should develop a fully costed and resourced long-term strategic plan for the Town putting personal agendas and differences aside for the greater good of the Steyning community	None	Clerk & SPC	COMPLETED There is a strategic plan in place, and a new Business Plan, Finance Plan and Action Plan have also been agreed in Sept' 23.
R33	The Council should review its communication strategy in conjunction with the public to evaluate its effectiveness and ensure that the public understands the work of the Council, is engaged in developing a vision for Steyning and is able to participate more fully in local decision-making.	Low priority to be reviewed by new Council if they feel it necessary	New Council	PARTIALLY COMPLETED There is a policy in place and the council are actively pursuing more resident engagement with a working party continuing to explore new processes
R34	The Council Chair and Clerk should look to learn from and share best practice with outstanding local councils.	Best Practice is already shared and taken up when appropriate. Needs to be discussed more openly when disruption lessens	Chairman & Clerk	COMPLETED There is continual discussion and review of policies, processes and documentation in line with advice and observable best practice from many external sources
R35	Where Steyning Parish Council needs to use external support to comply with these recommendations, they should consult with Horsham District Council and the West Sussex Association before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money.	Consultation is already in place. Council to maintain open minded approach to support and expertise	Councillors & Clerk	COMPLETED The Council has used support and has continued to engage in discussions with HDC, when necessary to do so.
R36	Steyning Parish Council should develop an initial implementation plan within six weeks of the report which should be shared with the monitoring officer of Horsham District Council. They should also report on their progress in implementing this action plan to the monitoring officer in 6 months and again in 12 months after the date of this report	Draft Implementation Plan completed and agreed at 21st November '22 Full Council meeting. Progress review May 15th SPC Full C. Final Review at October 23 SPC Full Council Meeting – Then sent to HDC	SPC & Clerk	COMPLETED 1. Implementation plan completed and agreed in November '22. 2. Six-month draft review completed in May '23 3. Final 12-month Review completed in October '23 and agreed at the November Full Council Meeting

Of the 36 Recommendations: - 24 – Are Fully Completed. 4 – Are Partially Completed.

8 – Of the Recommended Actions have been completed by 14 out of 15 Cllrs.

Item 9.1.1

Update on the Joint Parishes Youth Committee's work

- as it carries on with the process of setting up an 'In-House' Youth service

Briefing Note

Since we found out that our youth service provider was going into liquidation which effectively stopped our ability to offer a youth service to the three parishes, there has been a great deal of activity and very many meetings organised with key stakeholders, our fellow Parish representatives and other organisations and individuals, as we have attempted to compile a business model from scratch, which would not only replace the previous youth service provision, but we hope would provide a much improved service for our youth.

This item is on the agenda for the 20th November in order to update members, and also to give an opportunity for members to raise any questions in regards to what the JPYC are working towards and hope to present to this Council (and to Bramber and Upper Beeding PC's) at each of the January Council Meeting's for joint agreement. Specifically at this stage we need to agree the outline business plan as Bramber and Upper Beeding Parish Councils have already done.

Attached therefore for your information and discussion are the following:

- The latest **JPYC Draft Minutes** {September 25th Meeting} – under item 9.1.2

- **The latest Business Plan** – Version 5 as agreed at that meeting – Item 9.1.3
  This needs to be discussed and agreed at the 20th Nov Full Council meeting please

- The **draft Job Descriptions and Person Specifications** for the proposed JPYC Youth Workers – As recommended by the SPC Personnel Committee – Item 9.1.4

There is another JPYC Meeting planned for the 22nd November, when a JPYC Memorandum of Understanding will be discussed and agreed one hopes for Council recommendation {made between the Parishes and to be signed when completed and agreed by each party}, plus a more detailed and costed 'Youth Programme specification', and likely other documents of agreement between the JPYC and partner organisations.

EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

MONDAY 25th SEPTEMBER 2023 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander(Chairman), A. Chilver, S. Linfield, F. Heaver and H. Bayford.
Other Attendees: Stephen Keough (Clerk to Upper Beeding).
Clerk in Attendance: John Fullbrook
Members of Public in attendance: None
Meeting Commenced: 6pm

DRAFT MINUTES

1. **APOLOGIES FOR ABSENCE**
   There were apologies received from SPC Deputy Clerk, Hazel Roxby

2. **QUESTIONS FROM THE FLOOR**
   None

3. **MINUTES OF THE LAST MEETING**
   3.1 Cllr S. Alexander **proposed, seconded** by Cllr H. Bayford to accept the minutes of the meeting held on the 6th of July 2023 as a true and fair record. **Agreed 4 For, 1 Abstained.**

4. **CONFIDENTIAL SESSION**
   4.1 Cllr Simon Alexander **proposed, seconded** by Cllr A Chilver to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 5 and 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

5. **TO AGREE THE NEXT STEP IN SEEKING REIMBURSEMENT FROM THE LIQUIDATORS OF THE FORMER S.C.Y.P. SERVICE OPERATORS**
   5.1 The SPC Clerk had frequently attempted communication with the former directors of the SCYP in an attempt to open negotiations in regard to seeking renumeration for cost of services not supplied, with little success. On the 12th Sept there was however a direct communication from the newly appointed Joint Liquidators, Kreston Reeves. Together with a 'Certificate of appointment' the email offered a chance to complete a 'Proof of Debt' form to formally begin the process of reimbursement. The Clerks from each of the joint parishes had discussed the matter before this meeting and determined that subsequent to agreement it would be best to complete the form from one source and as representative of the Joint Parishes Youth Committee, while making separate bids from each parish for monies lost. It was also determined that Bramber Parish, who had delayed payment of their summer invoice did not require a completion of said form to be undertaken on their behalf as it transpired that subsequently no money was owed to them.
   Cllr S Alexander **proposed, seconded** by Cllr Linfield that the SPC Clerk be delegated responsibility to complete the 'Proof of Debt' forms on behalf of Steyning and Upper Beeding {Parish Councils} as soon as possible. **Agreed**

6. TO DISCUSS AND AGREE TO RECOMMEND TO EACH PARISH COUNCIL, A NEW DRAFT JOINT PARISHES YOUTH SERVICE BUSINESS PLAN.

6.1 The SPC Clerk reported his recent meetings with the following key stakeholders on behalf of the JPYC, in connection with his compilation of the Draft Business Plan - Version 4.

i, The Wiston Estate in connection with the Steyning Downland Scheme Youth Project

ii, The Upper Beeding Hub in connection with the parishes Church Youth Project

iii, The Horsham District Council Officers {Liz Burt & Dan Fairchild} in connection with possible 'Admin Support' for the newly proposed JPYC service.

iv, The Former CEO of the SCYP to give professional guidance and comment upon, pro bono, the JPYC Draft Outline Business Plan (Version 2)

v, The Upper Beeding Clerk to discuss and agree details involved with Version 3

vi, The long-serving JPYC service volunteer and former SPC Councillor Nick Muggridge, who provided comments and amendments which contributed towards Version 4 which was the version under discussion at this meeting as a supporting paper.

6.2 Members discussed all aspects of the outline plan and provided the following additional suggested amendments **:**

- To include an array of 'workshops' as a special monthly session for the youth club with guest professionals/skilled individuals providing interesting, enjoyable and fun sessions, to possibly include Fire brigade; Creative writing; Bike Repairs; Police; First Aid/Responders and to invite Youth Leaders from other local Youth Clubs to promote their own sessions.
- Increase emphasis on forms of and use of social media publicity
- Create a bespoke website for the JPYC youth service and ensure it is linked to each of the parish's web sites – Cllr S Alexander offered to design and build this web site, but also stated that therefore the Business plan ought to include the need to pay for domain name and hosting costs.
- That a separate and ring-fenced Bank Account be set up under the administration of the lead parish council which would receive payments from each of the joint parish councils, plus any grant awards and any donations, while also providing the source of money for all JPYC expenditure and that this account be supervised by the JPYC at each of its quarterly meetings.
- That the mobile phone provided to the Youth Leader have its own IP internet-based number to allow for it to be 'more mobile'
- That under 'Products and Services' mention be made of possible liaison with the 'Duke of Edinburgh' Award Scheme and working closely with the Steyning Grammer School
- That the Salary already outlined be shown to be part of a progressive salary range and that the Plan and associated Job Description specify the precise nature of the 'Youth Leader' being able to progress up the scale each year dependant upon successfully passing staff appraisals, and gaining agreement from the JPYC
- That session entry payment has a PDQ or phone app option rather than relying just on cash payments
- That the service provides regular opportunities for self-assessment/ youth engagement / parental input in terms of the future service provision
- That the capital funding from the three parishes remaining and not used due to a lack of provision in the interim, be used for the purchase of equipment and any necessary training noted under the 'Start-Up' Section within the Version 4 document.

6.3 The Clerk asked for members to consider a more specific 'Lead Youth Worker' contract, noting that a determination was required for whether the JPYC needed it to be a fixed term and if so the length of that term and also the average weekly requirement in terms of hours worked, so that this too could be included in the next iteration of the plan. After due calculation and consideration, it was suggested that the job be for a three-year fixed term so as to be in line with the probable three-year contract which was to be provided and signed by all three Parish Councils, and that the role be a 30 Hours per week part-time provision.

6.4 Cllr S Alexander **proposed, seconded** by Cllr Bayford that the JPYC recommend to each council that they accept the {JPYC version 4} Business Plan subject to the amendments as discussed and agreed at this meeting. **Agreed**

6.5 The Clerk further agreed that after he had completed amendments and compiled a Version 5 Business Plan and distributed it to each council, that he would also provide a proposed timeline for each subsequent task to be completed by, in order to move the JPYC closer to the realisation of a start date for a new 'in-house' service provision. This then could be brought back to next JPYC for agreement.

7. A.O.B / CORRESPONDENCE / INFORMATION

None for this meeting

6. DATE OF NEXT MEETING. – To Be Confirmed, in late October/early November 2023

The Chairman closed the meeting at 7.42pm

Signed ……………………………………………………………

Chairman Joint Parishes Youth Committee

Steyning
PARISH COUNCIL

Joint Parishes Youth Service Provision

Upper Beeding
Parish Council

Outline Business Plan

Bramber Parish Council
For the medieval parish of Bramber

TABLE OF CONTENTS

1. PURPOSE OF PLAN AND SUMMARY (Executive summary)

Why are we writing this plan? – Here's an overview of our business proposal,

This business plan seeks to outline the provision of a much-needed youth service for the three named parishes of Steyning, Upper Beeding & Bramber.

When young people leave school or college for the day, or for good (at the end of their educational programme), our parish councils believe there is a need to offer them a safe space in their local community to come together and to mix with their peers. We believe a progressive youth service gives young people a sense of belonging in their community. We hope that it forges positive relationships/friendships with their peers and the leaders and volunteer workers associated with the club. It also tends therefore to help combat anti-social behaviour, which is often a by-product of boredom, and a lack of direction and belonging.
We also hope that it will offer young people a chance to have a voice in their community, by ensuring they are part of the decision-making process associated with their own service and other possible youth provision projects within the three parishes.

Here's an overview of what we hope to offer

- We want to offer a service for young people aged 9 – 19 : Key stage 2 onwards
- We will offer arts and crafts, cooking where possible, sports, dance, music, design and other recreational pursuits, workshops, plus encouraging team-working activities.
- Young people will be given informal education and a start to adulthood, through budgeting & financial information, CV writing and preparation for possibly living alone, and a guide to other life skills.
- As young people have identified a lack of provision for services around sexual health and adolescence, we will consider offering targeted age-appropriate sessions around this issue and in language they relate to, as well guidance on the avoidance of drug and alcohol misuse.
- Young people will be signposted to external services where needed.
- We want to actively and financially support the youth work of the Steyning Downlands Scheme and hope to broaden its scope to include similar conservation and nature orientated pursuits in other locations within the three parishes such as Bramber Brooks.
- We want to strengthen ties with local schools and with church-led youth programmes.
- We want to include our Community Wardens into the scheme by occasionally recruiting their support during sessions, so that there is a welcome and useful familiarity being fostered.
- As well as offering our own programme of enjoyable and thought-provoking pursuits and information, and dovetailing our programme to fit with other schemes, we want to provide a hub to showcase all the other activities, groups and clubs that are available within the three parishes, and beyond, for all of its young people and to use social media platforms and a bespoke web site in order to ensure this is possible.

Do we need funding?

The majority of the funding will be provided by the three parishes and via their annual Precept requests, but there will be a need to apply for extra funds if possible. At present the business is not proposed to be given a charitable status as this does not easily align with the direct supervision needed, via the Parish Councils administration processes, and which is foreseen by having to manage the service 'in-house'.
However, fundraising could still be possible via applications to Trusts, Foundations and other Grant-making bodies. In this way it is hoped opportunities, equipment, and session variety might be broadened.

2. DETAILS OF THE BUSINESS

Business name *Joint Parishes Youth Service Provision*
Club name To be decided upon with input from the young people who use it
Website A bespoke Web Site is designed and put in place to promote the Youth Club plus all other Youth Services available throughout the three parishes. Each of the three Parish Council websites will be able to continue to promote the services via a direct link to this new portal, and the content of the new site is to be discussed and agreed by the JPYC.
Home & business telephone numbers and contact details The business will be based on the first floor of the Upper Beeding Sports Centre. The preferred contact details will need to be agreed via the Joint Parishes Youth Committee {JPYC}, but it is likely that there will be a specific contact email address and mobile phone with its own IP address. These can be given to both the young people involved and the parents or guardians of those who participate, as well as partner organisations, their group leaders and other key stakeholders.
Staff Structure and Personnel Involved The Joint Parishes Youth Committee will be given delegated responsibility to administer the service. One Direct Line Manager / Clerk appointed to undertake this responsibility by the JPYC on a biennial basis. One part-time 'Youth Leader' Two part-time 'Youth Workers' Two to five 'Youth Worker Volunteers' Assistance occasionally provided by Neighbourhood Wardens in liaison with their supervisor, and via partner Youth Service organisations by prior agreement, and with agreement from the Youth Leader
Legal status of this business *The Three Parish Councils will manage and administer the business via the JPYC and the delegated line management of the appointed 'Line Manager'. Though there is no statutory duty for Parish Councils to provide this service, in the absence of such a provision from West Sussex County Council the Joint Parishes will provide the legal framework, the administrative support and the financial support for the business, with welcome additional support available, if necessary, from Horsham District Council. Insurance details and cover will be agreed by the JPYC. Financial support agreed by the signing of an annual memorandum of understanding {MOU}, which each of the three Full Councils will need to approve in the December preceding the following years' service. The service will be structured on a set of contracts (specific to each parish) which run for three years and are agreed by each Parish Council member.*
Business start date *Spring 2024*
Qualifications and Work Experience The Joint Parishes Youth Committee members ought to be conversant with the latest legislative parameters associated with undertaking Youth Provision and some level of additional training for members and appointed Line Manager may be required – The National Youth Agency runs a lot of training online. Joint Negotiating Committee {JNC} qualified or equivalent youth workers should be appointed, if possible, with specific qualifications and work experience set out in the draft Job descriptions - CV's will need to be provided as part of the selection process.

3. PRODUCTS AND SERVICES

Details of the services we will be offering in due course, and as resource's permit

- Arts and Crafts Sessions
- Sports, both formal and informal /recreational such as Pool table / Table Tennis
- Basic cookery skills (provide food for all attendees, plus access to appropriate facilities when needed)
- Dance sessions, Music appreciation, Fashion and Design
- Age-appropriate sessions for dealing with Sexual health, Drug and Alcohol issues
- To include an array of 'workshops' as a special monthly session for the youth club with guest professionals/skilled individuals providing interesting, enjoyable and fun sessions, to possibly include Fire brigade; Creative writing; Bike Repairs; Police; First Aid/Responders and to invite Youth Leaders from other local Youth Clubs to promote their own sessions.
- Open access sessions
- Quarterly Newsletter / Social Media Platform Release publicising this and all other youth services in the three parishes
- Work closely with the schools, and invite Church youth providers, SDS youth workers and other representation to sessions or meetings as appropriate, including liaison with 'Duke of Edinburgh' award scheme reps.
- Access to basic food for participants where and when needed
- Publicise quarterly reports on Web Site and through social media – self publicity
- Promote opportunities for youth club members to make council-based representations
- Targeted sessions to help those most in need, prepare young people for adulthood.
  including - CV writing, Email and Letter writing.
  - Managing finances and a weekly budget.
  - How to cope with living alone.
  - How to cope with being a primary family carer
  - Guidance on further education or training obtainment
  - other life skills etc
- Signposting young people to external services where needed

Details of the employees we intend taking on now or in the future

1 x Lead Youth Worker – Three Year fixed Term Part-time contract, (with option to continue if service cont.)
Approx. £30.000 per Annum (pro rata)
This is based on an average of 30 hours per week work
And using the JNC Pay Scale points 14 to 20 {For'22/23 - £28,825 to £33,622}
Progress up the scale will be based upon successfully passing staff appraisals
Five weeks Holiday to be taken non-term time unless specific agreement made

2 x Part time Youth Support Workers @ Approx 9hrs per week – Approx £12.50 per hour
Four weeks Holiday to be taken non-term time unless specific agreement made

{There are significant oncosts that should be considered around employing staff including NI contributions, PAYE, and possible pension costs}

Volunteers will be selected based upon their knowledge, experience, availability, trustworthiness, and motivation. An 'Enhanced DBS' check is required for all volunteers and any other supervisory assistants.

There will be specific Job Descriptions and Person Specifications put in place for all employees and volunteers who are involved in this JPYC Youth programme, and these first to be agreed by the JPYC

Detail of hours of provision and pricing strategy for each session

- 3 x 2/3hr sessions in Steyning per week (1 for Juniors aged 9 – 11, 1 for Seniors aged 11 – 19 , 1 x Drop in for age 14 – 19)

- 2 x 2/3hr sessions in Upper Beeding per week (1 for Juniors aged 9-11, 1 for seniors aged 11 – 19)

  {The sessions will have a 30 min set up and 30 min debrief period}

- 1 x 1Hr session within a primary school location {and with permissions granted} each week and on rotation between Steyning and Upper Beeding schools

Resources budget @ £10 per session, per hour per venue, when a charge is levied by a Resource Centre. However, this is not necessary in most current cases where the room hire is free.

Youth Club members pay £1.00 subs per session – But the first session will be offered free as a promo. Payment can be made by cash or PDQ or via mobile phone app.
Sessions will be offered for approx. 42 weeks of the year.

The 42 weeks noted covers all term times plus some Holiday Activity Cover, which allows staff to complete their holiday entitlement during the non-term time periods {School Holidays}, without interrupting service provision.

This arrangement is clearly subject to change dependent upon staff availability and holiday requirements, but further details will be written into the employees Job Descriptions.

***#** - Added to the portfolio of sessions on offer to our local youth will be (subject to agreement) access to and joint promotion of the range of activities being programmed in by the Steyning Downland Scheme {SDS}, through the Wiston Estate and via their own Youth Workers and scheme management network. – To enable this to happen the JPYC will need to enter into a written agreement with the SDS and via an agreed annual funding arrangement.*

4. LEGAL

Detail of the legal requirements for the business

1. Public Liability/ Staff Insurance, and other insurance covers as necessary to be put in place.
2. Enhanced DBS Checks for staff and volunteers.
3. All appropriate Risk Assessments undertaken, put in place and staff aware with checks in place.
4. PRS/PPL/MPLC/TV? Broadcasting and Entertainment Licences in place as required.
5. Safeguarding Training, First Aid training and any other pertinent training required.
6. A Bank Account put in place for all Youth provision income and expenditure {Ring-fenced} and overseen by one Responsible Finance Officer, which needs to be reconciled and agreed by JPYC each quarter, then audited by a third party {WSALC approved company}

5. BUSINESS OBJECTIVES (Vision for the future)

How we want our business to develop (SMART objectives)

- Provide within six months an annual programme of five regular sessions a week during term-time that can demonstrate an interesting, enjoyable and eclectic programme of activities, with each session planned and monitored with each term's activities being reported back to JPYC
- Provide weekly programmes during some school holiday periods at first, with then a more regular and long term planned range of holiday activity provision for the Joint Parishes youth
- Provide a weekly School 'sports coaching and mentoring' class alternating between primary schools which integrates with the school curriculum and with the support of each school
- Support and train Young People to attend parish council meetings regularly and to formalise their input and participation to the JPYC by the end of year one.
- Work with young people and other partners to develop a programme that will develop skills for employment and leadership.
- Promote and develop regular sessions through the recruitment of volunteers, parent supporters, young leaders and additional staff as funds allow to increase attendance to at least 15 young people per session / 75% of the maximum capacity for the venue and size of staff/volunteer team
- Ensure there is access to a 'Drop-in' session and premises with music and refreshments – safe space
- Start a 'Film Club' for young people
- Start up a young leader's programme
- Put in place an effective system for self-regulation and development, through an online survey involving self-assessment/ youth engagement/ parental input.
- There will be more specific business objectives put in place following the selection and appointment of staff and based upon their aptitude and their own thoughts on how the programme ought to develop. These to then be agreed by the JPYC.

6. START UP

Listing start-up resources required

- Mobile Phone with its own IP Address
- Laptop and Wi-Fi
- Insurance in place
- Venue Hire, costed and booked
- Equipment and other 'Resources' in place via budgetary agreement
- Bank Account for business use, (cannot apply for funding without this).
- Administrative and supervisory backup – including initial assistance via Horsham District Council administrative support
- Office space and furniture as required via budgetary agreement
- Stationary, and other office equipment and consumables
- Appointing three members of staff, and recruit volunteers
- Completing Job Descriptions and Person Specifications.
- First Aid Boxes put in place and Risk Assessments carried out.
- PDQ machine and or payment apps put in place for entry fees
- Ensure that the capital funding from the three parishes remaining and not used due to a lack of provision in the interim period following the demise of the SCYP scheme, be used for the purchase of equipment and any other necessary training to enable efficient, robust and well-resourced JPYC Business start-up.

Job Description & Person Specification

Job Title: Youth Worker in Charge

Reports to: Youth Team Manager {Lead JPYC Contact}

1. Job Purpose and Principal Activities

1.1. The role exists to create positive informal, educational and recreational activities chosen by, and developed with, young people aged 8 to 19 rooted in the Steyning, Upper Beeding and Bramber community that are safe, fun, welcoming and engaging.

1.2. The principal purpose will be to put together a programme of activities which are located across the three Parishes as and when space and facilities are available and to ensure that these are undertaken within the financial framework set out within the agreed JPYC Business Plan.

1.3. To work closely with Local Schools, the Wiston Estate SDS Scheme and in collaboration with the local Church leaders and other youth sports groups to ensure the programme reflects the JPYC Business Plan's service principles, goals and key performance targets.

1.4. To ensure that all project outcomes are met and that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.

1.5. To manage any support workers, adult and young volunteers, liaising with the local community and others to develop a responsive, effective and high-quality service.

1.6. To report to the Youth Team Manager as and when required, and especially in relation to day-to-day practical and delivery issues.

1.7. To ensure there are in place quarterly reports detailing activities undertaken, Core/Project Principles, Attendance Figures, Feedback from Young people/ Parents/Guardians, Any Issues or Concerns, and Future plans. And that these reports are presented to the Joint Parishes Youth Committee.

1.8. Support for the Youth Worker in Charge on Youth related issues, information, advice & guidance and safeguarding concerns will be given by the HDC Youth Provision Officer.

2. Main Duties and Responsibilities

2.1. To consult and develop with young people aged 8 to 19 a programme of positive informal, educational and recreational activities which reflects their needs and areas of interest raising funds as necessary with the active participation of the young people from the local community and other sources.

2.2. To work with a team of part-time youth support workers and volunteers, managing the staff team on a day-to-day basis, and taking responsibility for their work with young people, ensuring the provision of an effective and high-quality service.

2.3. To work closely with partner agencies to support young people's needs and make referrals to services where appropriate.

2.4. Working closely with the local Primary schools, to arrange weekly physical education activities and sessions which involve opportunities for youngsters to explore life skills through informal education, based with the framework of the agreed JPYC Business Plan.

2.5. To provide information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.

2.6. To encourage young people to participate in training and positive activities provided by the Joint Parishes Youth Service.

2.7. To maintain registers, registration, and media consent forms and any accompanying evidence producing required session activity logs, reports, case studies and monitoring reports at regular intervals.

2.8. To gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.

2.9. To actively promote the youth club's activities to young people via a range of media and outreach into the local community.

2.10. To oversee budgeting for the day to day running of the project, and make recommendations for new equipment and consumables as and when required

2.11. To assist in the recruitment and induction of part time members of staff and volunteers.

2.12. To attend staff meetings and training as required.

2.13. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, to ensure all children and young people accessing the project are safe from abuse and neglect, taking appropriate action / Reporting where necessary.

2.14. To ensure health and safety regulation and policy is adhered to at all times.

2.15. To produce appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.

2.16. To carry out appropriate emergency drills for the setting or venue at least once a term.

2.17. To promote and adhere to Equal Opportunities Policies.

2.18. To contribute to fundraising activities that will support the ongoing development of the project.

2.19. Wherever possible to involve young people in all of the duties and responsibilities listed here.

2.20. To undertake any other appropriate duties as may be reasonably requested by your Line Manager and or the Joint Parishes Youth Committee.

3. Person Specification

3.1. Hold a recognised qualification in working with young people (JNC youth work or teaching)

3.2. Relevant experience of working with young people and an understanding of the particular issues they face.

3.3. Ability to effectively plan, co-ordinate, and deliver a youth curriculum offer appropriate to the needs of 8- to 19-year-old young people.

3.4. Ability to effectively manage and motivate a team of part time youth workers and volunteers.

3.5. Ability to communicate effectively, verbally and in writing, with senior managers, external agencies, colleagues, parents and young people.

3.6. Ability to work independently and on own initiative, with excellent time management skills and an ability to manage a range of projects at any one time.

3.7. Understanding of the issues relating to multi-agency working and ability to undertake such work effectively.

3.8. Be flexible in terms of working time schedules – which will include an 'unsocial hours' element, and be responsible for establishing a system of service provision that could be maintained in situations of moderate levels of staff and volunteer absence.

3.9. Demonstrates an ability to gain access to sessions and to ensure appropriate equipment is available for these sessions. – Ideally have a valid UK Driving Licence with no more than 6 points; Access to own vehicle; Plus Business cover on insurance.

3.10. An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.

3.11. An ability to monitor outcomes, achieve targets, evaluate projects and report results.

3.12. The ability to successfully motivate and engage young people in youth work programmes.

Compiled by JF {Using SCYP text samples as a blueprint} - 25th October 2023

Amended by HDC Youth Provision Officer – 27th Oct. '23

Recommended to JPYC with added amendments by SPC Personnel Com. – 31st Oct. '23

Job Description & Person Specification

Job Title: Part Time Youth Support Worker

Reports to: Youth Worker in Charge

1. Job Purpose and Principal Activities

1.1. The role exists to support young people, this is achieved in conjunction with the lead youth worker, to create positive informal, educational, and recreational activities chosen by and developed with young people aged 8 to 19 rooted in their local community that are safe, fun, welcoming and engaging.

1.2. The Youth Support Worker will ensure that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background, and sexuality.

2. Main Duties and Responsibilities

2.1. To work under the direction of the Youth Worker in Charge taking responsibility for their work with young people, ensuring the provision of an effective and high-quality service.

2.2. In the absence of the Youth Worker in Charge for any session the Youth Support Worker will support the Team Manager and any replacement cover in ensuring that any activity is delivered as planned for young people or to support the communication of cancellation of any session if necessary.

2.3. To provide information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.

2.4. To encourage young people to participate in training and positive activities provided by the Joint Parishes Youth Committee.

2.5. To support the Youth Worker in Charge to maintain registers, registration, and media consent forms and any accompanying evidence for producing session activity logs, termly reports, case studies and monitoring reports at regular intervals.

2.6. To support the Youth Worker in Charge to gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.

2.7. To attend staff meetings and training as required.

2.8. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, to ensure all children and young people accessing the project are safe from abuse and neglect, taking appropriate action / Reporting where necessary.

2.9. To ensure health and safety regulation and policy is adhered to at all times.

2.10. To be aware of appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.

2.11. To promote and adhere to Equal Opportunities Policies.

2.12. To contribute to fundraising activities that will support the ongoing development of the project and the Joint Parishes Youth Committee's targets.

2.13. Wherever possible to involve young people in all of the duties and responsibilities listed here.

2.14. Make contributions towards the planning and development of sessions and services

2.15. To undertake any other appropriate duties as may be reasonably requested by your Line Manager {Youth Worker in Charge}.

3. Person Specification

3.1. Relevant experience of working with young people and an understanding of the particular issues they face.

3.2. Ability to communicate effectively, verbally and in writing, with colleagues, parents and young people.

3.3. Excellent time management skills.

3.4. An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.

3.5. The ability to successfully motivate and engage young people in youth work programmes.

3.6. Ability to work regularly within a framework of unsocial hours

Compiled by JF {Using SCYP text samples as a blueprint} - 25th October 2023

Amended by HDC Youth Provision Officer – 27th Oct. '23

Recommended to JPYC with added amendments by SPC Personnel Com. – 31st Oct. '23

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

MINUTES

		ACTIONS
C/23/23	**APOLOGIES FOR ABSENCE**	
23.1	Apologies received from Cllr I Alexander	
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	**MATTTERS 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 Pl - **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** **CLERK**
- Then that this committee revisits this proposal before the next grass cutting season

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**

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

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 Johnson**

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** **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** **CLERK**

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

	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	*Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park-* ***Ongoing***	**CLERK**
32.2	*Litter bin renewal/repainting Clerk to ask HDC for updates* - This being done by HDC contractors	
32.3	*Clerk to arrange Digger hire for Abbey Road Pond works as and when required -* ***Ongoing***	**CLERK**
32.4	*Dog Fouling Clearance Trial period to be discussed April 2024 -* ***Ongoing***	**CLERK**
32.5	*Lost Woods working party to convene* ***– Ongoing***	**CLERK**
32.6	*Need to convene a 'Plan for Parking' working party for Steyning Parish Car Parks-* ***Ongoing***	**CLERK**
32.7	*MPF entrance development ideas to be brought back to this committee after next working party*	**CLERK**
32.8	*Possible installation of a refuse bin at Abbey Road - To be discussed -* ***Ongoing***	**CLERK**
32.9	*Lobbying WSCC for better quality road signs in Steyning - To be discussed -* ***Ongoing***	**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**

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

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_0hAXdVIy8

{Unfortunately, the recording cuts out after 1 hour 6 minutes due to a technical fault}

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COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 7th NOVEMBER 2023 AT 7.30 PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), S Alexander, Sharp, Lloyd, Hanson, Young, Linfield, and Johnson.
Clerk: John Fullbrook
Members of the public: 8
Meeting Commenced : 7.30 pm

DRAFT MINUTES

ACTIONS

C/23/37 APOLOGIES FOR ABSENCE

37.1 Apologies received from Cllr Norcross

C/23/38 DECLARATIONS OF INTEREST AND DISPENSATIONS

38.1 None

C/23/39 QUESTIONS FROM THE FLOOR {in summary}

39.1.1 *Resident – stated his interest in the work of the Mouse Lane working party, and particularly the recent Nightingale Lane gate installation and proposed resurfacing of the lane, and wanted to lobby SPC to consider not going for the concrete option and instead deploy a more permeable surface as a solution as it would reduce surface runoff and be more aesthetically pleasing.*

39.1.2 ***The Clerk – responded by saying this was to be considered when the working party reconvened and that this would be subsequent to the Wiston Estate receiving quotes in regards possible flooding solutions.***

C/23/40 MINUTES OF PREVIOUS MEETINGS

40.1 **To agree 5th September draft minutes.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 5th of September 2023. **Agreed**

C/23/41 MATTTERS ARISING AND ACTIONS - These items were taken as read.

41.1 Clerk to send out MPF licence agreement to applicant **- Actioned/ See item 43.7**

41.2 Clerk to write to Cllr Linehan to advocate grass cutting of area surrounding 'Welcome sign' **– Actioned**

41.3 Clerk to write to Mr Ashby and the Steyning Horticultural Society to advise on decision **- See item 43.2**

41.4 Clerk to reconvene (expanded) 20's plenty working party **– See item 42.1**

41.5 Cllr Johnson to contact 'Covid Co-ord. group' asking for voluntary assistance, and agreed Winter Programme to be sent off **- See item 41.2**

41.6 Clerk to discuss new Wykeham TRO idea with resident and to continue to progress TRO's **– Actioned**

41.7 D. Clerk to reaffirm DMMO Rifle Range application, and publicise successful Mouse L app**.– Actioned**

41.8 Memorial donation of storage facility and 'Community Tools' to be installed at Allotments - **Actioned**

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

41.9 Play Area W. Party to convene and recommendations brought back to this committee - **See item 43.3**

41.10 Cricket club issues regarding Pothole, Marley Shed, Tree root, Ent. Gate to be progressed **– See item 43.6**

41.11 Clerk to arrange visit from specialist arboriculturist to discuss Tree root & disease issues **– See item 43.6**

41.12 SPC Memorial Tributes Policy amendment recommendation taken to Full Council **– Actioned**

41.13 Hedgerow planting on MPF update **– See item 43.5**

41.14 Weald to Waves project to be discussed at the next SPC Community Committee meeting **– See item 43.8**

41.15 Lost Woods Working Party to be convened **– See item 43.9**

41.16 Convene a 'Plan for Parking' W. Party and draft first outline plan – **Actioned / See item 42.4**

41.17 Clerk to ask Arboriculturist opinion on Trees diseased or with Trauma at Cripps Lane - **Actioned/See 43.10**

41.18 Clerk to report Committee decision regarding memorial seat renovation to resident - **Actioned**

C/23/42 HIGHWAYS

42.1.1 To receive a recommendation from the 20's plenty working party regarding the proposed Highway Scheme. Cllr I Alexander reported from the working party, and from the notes from this meeting as they were presented within supporting papers. Members confirmed that in essence the working party were saying 'No' to the scheme in its WSCC revised format – (which did not include several elements from the original application, which members had considered essential for reasons of improved pedestrian safety and vehicular emissions).

42.1.2 WSCC Cllr Linehan had also recently carried out a survey subsequent to the working party meeting and the results of this had been presented as a report to Cllrs on the day of this meeting.

42.1.3 Members determined that it was very important to explain in some detail, the correct message to residents as to the reasoning behind the decision of this committee, and that in order to do that it would be prudent to convene the working party one more time to craft this message, and to discuss other/alternative traffic calming measures.

42.1.4 Cllr Johnson **proposed, seconded** by Cllr S Alexander to agree with the working party recommendation, to decline to pursue the revised proposal in its current format, because it does not believe the scheme is good value for money, and it does not meet the requirements of the original application. **Agreed 7 For, 1 Against.** **CLERK**

42.1.5 Cllr I Alexander **proposed, seconded** by Cllr Hanson that the {20's plenty} working party is reconvened. **Agreed** **CLERK**

42.2 To agree the SPC draft Winter Plan for 2023/24 and subject to the need for volunteer assistance recruitment. Members considered the need for further recruitment as there were currently 5 volunteers identified, plus two contractors involved with the winter plan service if required. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC put an advert into 'Your Steyning' {to recruit new volunteers for the 'Winter Plan service' delivery}. **Agreed** **CLERK**
Also suggested was that the PPG monitors be utilised as a way of publicising the request.

42.3.1 To agree communicating via letter to local MP about the White Bridge link, and any other actions in order to add momentum for its possible renewal/replacement. The Clerk had presented a draft letter for consideration within the supporting papers. The Chair emphasised how important it was to try and ensure the possible replacement would need to have budget funding agreed at WSCC soon if it were to be considered for replacement next year. Members considered writing therefore to the MP and to the WSCC Chief Exec to stress how important this 'link' is. Amendments to the letter were then discussed.

42.3.2 Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC send a letter to our representative MP {as per drafted within supporting paper}, but to include the amendments as per discussed. **Agreed.** **CLERK**

42.3.3 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that a similar letter be sent to the WSCC Chief Exec. with added emphasis on the budgetary side of it. **Agreed** **CLERK**

42.4.1 **To agree amendments & actions in relation to the first draft of Steyning 's 'Plan for Parking'** **CLERK**
Cllr I Alexander spoke in support of the supporting paper which identified a long list of issues related to the Steyning Car Parks such as the tariffs, length of stay, EV charging points, and their street signage, with a number of solutions also being proffered. The idea being that this becomes a working document and rather than being prescriptive, SPC instead work collaboratively with the District Councillor representatives and HDC officers to see what can affectively be achieved for the benefit of both parties, and therefore, the Steyning residents. Of particular concern was the lack of EV charging service provision after 5 years of lobbying to include some installations within Steyning. Cllr I Alexander **proposed, seconded** by S Alexander that SPC set up a working party to engage in discussion with HDC, to discuss their plans for EV Charging point installation over the next three years, including quantity of bays, and charging capacity. **Agreed** **CLERK**

42.4.2 Cllr I Alexander **proposed, seconded** by Cllr Johnson that the clerk asks District Cllr Victoria Finnegan to work with the draft SPC 'Plan for parking' and the HDC Parking and Parks Managers to gain their views and ask them to work with SPC on this. **Agreed** **CLERK**

C/23/43 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

43.1 **Abbey Road Update.** Roger Brown had produced a report (supporting paper) updating on the volunteer groups recent workdays, and Cllr S Alexander spoke in support of it. The wildlife, habitat and general biodiversity improvements were impressive, but there were some concerns about the need to improve pathways as the area is, it seems, gaining more popularity with local residents. The clerk had discussed pathway improvement options and some of these were to be put into action in the oncoming weeks. **CLERK** There was also mention of some trees that had fallen in the recent gales, and again the clerk is checking the site with the SPC Tree Warden on the 9th Nov to see if works are required. **CLERK** It was suggested that there be a call for further volunteers within 'Your Steyning' whilst once again promoting the good work achieved at Abbey Road.
Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC put an advert in '*Your Steyning'* for volunteers to help with the Abbey Road volunteer work party. **Agreed** **CLERK**

43.2 **Steyning Horticultural Society decision regarding planter decision – notification**. The clerk explained that SPC had been asked at the last Community Committee to consider backing a proposal from the Steyning Horticultural Society and to agree to help with the maintenance of that project, which was to install planters or a planter near the entrance to the Fletchers Croft Car Park. SPC were not in a position to fully agree as such, because it was not being installed on SPC land, nor were there any details of how it might look. Instead, committee members suggested that the Society possibly consider planters on the MPF, which SPC does own. This suggestion, with pictorial representation, was taken to their meeting and the clerk was subsequently informed by the Chair of the Horticultural Society that the SPC suggestion was not eligible for full consideration as it was not a fully costed design and had not been drawn to scale. Their Chair was sorry that they were therefore unable to help SPC with this its plans.

43.3 **Childrens Play Area W. Party recommendations to be discussed and agreed.** These being: **CLERK**

43.3.1 ***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. **CLERK**

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 engineer 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. **CLERK**

43.3.2 Cllr I Alexander **proposed**, **seconded** by Cllr Hanson that SPC accepts the three recommendations from the Childrens Play Area working party. **Agreed**

43.4 **To receive Grass Cutting Report and agree any actions necessary.** The clerk had previously explained the difficulties that the office had consistently experienced whilst attempting to monitor and manage this contract. Members had agreed that there were clearly recurring issues which had produced poor results, and no amount of collaborative work with their management team could redress this. The supporting paper therefore gave some options for members to consider in terms of moving the process forward. Cllr I Alexander **proposed, seconded** by Cllr Linfield that SPC accepts recommendation {option} 2 , with the caveat that SPC goes to option 3 if that contractor is not willing to consider retendering, and that this is the recommendation to be taken to F&GP. **Agreed** **CLERK**

43.5 **Clerk to update on MPF Hedgerow planting project.** Whilst undertaking the council's hedgerow cutting program, it was discovered that part of the MPF/Rublees hedgerow was now at a height {3.5 meters} which allowed for it be maintained annually by this contractor rather than a tree surgeon every three years at a greater cost and with less pleasing results. The Clerk wondered therefore, if committee would reconsider the project and allow for the clerk to modify the scope of works – to be brought back to the next meeting. Members agreed that it was worth further consideration. **CLERK**

43.6 **Steyning Cricket Club maintenance works report.** The Clerk reported that since the last Community meeting: the replacement gate had been fabricated (but not yet installed); a pot hole in the Car Park fixed; the Cricket net issue was being attended to by the SPC arboriculturist; **CLERK**
a new memorial bench had replaced two old ones which were beyond repair; and the Marley shed roof replacement had been quoted for and that this would be discussed at next meeting, **CLERK**

43.7 **To consider an application for a new mobile leisure facility on SPC land.** The Clerk had completed a new licence agreement and met with the prospective operator on site at both the Steyning Centre, and the MPF. Because of access issues and the possibility of cutting up the MPF turf if the facility was to be in position during the winter months, it was agreed that to start with, the Sauna could operate at the Steyning Centre instead, and the office could agree terms initially, with the Premises committee then being informed in due course. **D CLERK**

43.8 **Weald to Waves project to be discussed and any actions agreed.** Cllr Johnson reported on the project and how important it could be for SPC to be considering the concept, especially in the light of the council having declared a climate emergency. The idea has been developed by the charitable arm of the Knepp Estate while initially working with farmers to create wildlife corridors from the Weald through Knepp to Climping beach, and past Steyning to the Adur estuary, and also a corridor following the river Ouse to the coast. At this point they are extending the scope of the corridors to include domestic gardens and other open spaces and are asking that people register their land online, without obligation, and consider habitat connectivity improvements. Cllr Johnson **proposed, seconded** by Cllr I Alexander that SPC sign up all of its SPC owned land onto the map at this stage and see how it flows from there. **Agreed** **CLERK**

43.9 **Report from the Lost Woods W. Party.** Cllr Johnson reported on progress. The project is funded for three years and is focused primarily on identifying ancient woodland and where it was not being looked after, or where there were opportunities for residents to access and enjoy this space for reasons of health and vitality, as well as a consideration to provide advice for landowners to gain possible improvements for local fauna and flora. A working party had been convened which included the SPC Tree Warden and the Lost Woods Community Development Worker, Michael Blencowe. There were at least 9 prospective wooded areas already identified within the parish, the largest being at Wappingthorn, and in the first instance the clerk will attempt to introduce the members of the working party to the landowners in order to begin the process. Cllr Johnson **proposed, seconded** by Cllr I Alexander that SPC work with local landowners so that they sign up to the 'Lost Woods' project. **Agreed** **CLERK**

43.10 **To discuss and agree Tree works as per supporting papers.** The clerk had identified the required scope of works and had obtained and supplied a quote from a preferred contractor. Cllr I Alexander **proposed, seconded** by Cllr Johnson that SPC accept these works and quote and that the clerk gets the work done. **Agreed** **CLERK**

43.11 **To discuss future project aspirations for the Community Committee.** **CLERK**

43.11.1 There is a road sign that has been obstructed by a fallen tree for months. The Clerk stated the WSCC Cllr was aware of this.

43.11.2 There was a call to bring back what happened following the poor Virgin broadband installation. The Chair asked that Cllrs collected photos in support of possible agenda items and especially when needing to lobby other councils for work not completed, and send to the clerk to help this process.

C/23/44 FINANCE AND GOVERNANCE

44.1 **To accept the I & E Reports**. Cllr I Alexander **proposed, seconded** by Cllr S alexander that the Community Income and Expenditure Reports for August and September '23 be accepted as a true and fair record. **Agreed**

44.2 **To consider the draft Community Committee budget for the next financial year - 2024/25.** The Clerk had produced a first draft F&GP budget document for members to consider. Final agree - ment being necessary in the December meeting, but members were asked to contact the clerk if they were concerned with any issues in the meantime. **CLERK**

C/23/45 PROGRESS REPORT – All the following items were described as ongoing

45.1 *Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing*** **CLERK**

45.2 *Mouse Lane drainage W Party to be convened when quotes available – **Ongoing*** **CLERK**

45.3 *Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing*** **CLERK**

45.4 *Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing*** **CLERK**

45.5 *MPF entrance development ideas to be brought back to this committee after next working party **- Ongoing*** **CLERK**

45.6 *Possible installation of a refuse bin at Abbey Road - To be discussed - **Ongoing*** **CLERK**

45.7 *Lobbying WSCC for better quality road signs in Steyning - To be discussed – **Ongoing*** **CLERK**

45.8 *Chandlers Way Pocket Park W Party to reconvene **- Ongoing*** **CLERK**

C/23/46 INFORMATION / CORRESPONDENCE ITEMS

46.1 **Correspondence from SDNPA Cllr Rep.** The Clerk presented the document for members information

46.2 **Request from resident for voluntary support for Steyning Christmas Event.** There was a request from the Steyning and District Partnership for assistance with their 3rd December Shopping Event – Some Cllrs had already agreed to offer some support, but it was hoped the wider community would also volunteer their time to support the project.

C/23/47 DATE OF NEXT MEETING – 5th December 2023 at 7.30 pm.

Meeting ended at 9.45 pm

Signed by the Chair: . . . . Date: 5th December 2023

A recording of this meeting can be found using this link:
https://youtu.be/sbcbGC0w-MA

Parish Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 11th JULY 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell, I Alexander, Campbell and Bell.
Clerk: John Fullbrook

Members of the Public in attendance: **2**
Meeting commenced: **7:30 pm**

MINUTES

ACTIONS

F&GP/23/13 **APOLOGIES FOR ABSENCE**
13.1 Apologies were received from Cllrs Norcross and Trundle.

F&GP/23/14 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
14.1 Cllr Foxwell declared an interest in item 18.2, the Ukrainian Refuge request. Cllr I. Alexander declared an interest in items 18.1 & 19.1, the Steyning and District partnership grant and event permission requests.

F&GP/23/15 **QUESTIONS FROM THE FLOOR** **{in summary}**
15.1.1 *John Stevenson, the Chairman and trustee of the Steyning Ukrainian Refuge group gave a statement in support of his grant application under item 18.2. He spoke about the trauma being experienced by displaced Ukrainian families now resident in Steyning which had been associated with the recent Dnipro Dam destruction and thereby disastrous flooding of that region in the Ukraine. He urged support of the grant application in so far as it would bolster the health and wellbeing of those 10 families now based in our local community.*

15.1.2 ***The Chair thanked John and said that he proposed to bring forward the grant awarding items so that they could be discussed sooner for the benefit of the residents waiting to hear these items, in the gallery.***

F&GP/23/16 **MINUTES OF PREVIOUS MEETING**
16.1 Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the minutes of the meeting held on the 13th June 2023 be agreed as a true and fair record. **Agreed**

F&GP/23/17 **MATTERS ARISING AND ACTIONS –** These items taken as read
17.1 Steyning in Bloom group annual grant paid **– Actioned**

17.2 Steyning First Responders group grant paid **– Actioned**

17.3 External Auditor queries regarding 21/22 AGAR objection responded to by Clerk **– Actioned**

17.4 Caretaker opted into pension scheme **– Actioned**

17.5 SPC 2022/23 AGAR and supporting papers sent to External Auditor **– Actioned**

17.6 Amended General Reserve figure placed into redrafted SPC Finance & Business Plan - **Actioned**

17.7 SPC General Reserves listing updated subsequent to F&GP agreements **– Actioned**

17.8 Quarterly Newsletter amendments to be brought back for agreement **- Actioned/ item 20.1**

17.9 CCTV Working Party to meet to discuss quotes, scope of works and permissions **– Actioned**

17.10 Clerk & D. Clerk met Clock Tower owner to discuss decorative/ maint’ works **– See Item 19.2**

17.11 Ukrainian refuge group funding request brought back to F&GP **– Actioned / See item 18.2**

F&GP/23/18 FINANCIAL MATTERS.

18.1 **To discuss a request for grant funding from the Steyning & District Partnership– Food Festival** **CLERK**
Cllr S Alexander **proposed, seconded** by Cllr Sharp to agree to pay the Steyning & District Partnership a sum of £250 in support of their annual Food Festival event. **Agreed**

18.2.1 **To discuss a request for grant funding from the Steyning Ukrainian Refuge Group.** Members deliberated for some time over the eligibility of the request, and were concerned that though a worthy cause, perhaps a more specifically Steyning parish centric request and aimed at service, education or equipment provision, be brought back to the September F&GP meeting for further consideration. Cllr S. Alexander **proposed, seconded** by Cllr I . Alexander that SPC defer the grant application from the Ukrainian Refuge. **Agreed, 6 For, 1 Abstained** **CLERK**

There was a 4-minute suspension of the meeting at this point to allow for a comfort break

18.2.2 Cllr S Alexander **proposed, seconded** by Cllr Sharp that F&GP request Full Council grant the Council the 'Power of Competence' at their earliest convenience. **Agreed** **CLERK**

18.3 **To approve the list of SPC payments for June 2023.**
Members discussed the payment of the Youth provision invoice in June, in the light of the service soon after going into liquidation. The Chair confirmed SPC would be on the creditors list and are seeking reimbursement, and the Clerk was asked for further clarity for the next meeting. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the list of payments for June 2023 be approved as a correct record**. Agreed** **CLERK**

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

F&GP/23/19 GOVERNANCE AND COMMUNITY MATTERS

19.1 **To agree use of the MPF for a Tug of War competition as part of the Steyning and District Partnership Event in August.** The Community Committee had made a recommendation for F&GP to consider in favour of the request. Cllr S Alexander **proposed, seconded by** Cllr Ballance that SPC following the recommendation from the Community Committee, agree that the Steyning and District Partnership be allowed the use of the MPF for their Tug of War event. **Agreed 5 For, 2 Abstained** **CLERK**

19.2 **To receive notification from the Clerk regarding a recent meeting with the owner of the Clock Tower concerning its proposed maintenance.** The Clerk and Deputy Clerk met with the owner of the Clock Tower, Gary Timms, on the 28th June. He was accompanied by his Building maintenance contractor. The proposed Scope of works was discussed, and the Clerk emphasised that the upkeep of the tower was very important to the town, and that SPC was keen that works to maintain and decorate the tower be completed as soon as possible. Mr Timms seemed keen to undertake the works. Also discussed was the fact that SPC wanted to complete renovation decorative works on the clock faces at the same time if possible, and that if okay with him, there was a possibility of sharing scaffolding costs as SPC could piggyback these works onto his, all being well in terms of coordination of contractors and permissions. He will let the Clerk know how he gets on and this will then be reported back to this committee **CLERK**

19.3 **To discuss the preferred option in respect of SPC's insurance coverage.** The Clerk had circulated a supporting paper which outlined the SPC Insurance Brokers reasoning for the options provided. The Clerk then made a recommendation. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC accepts the recommendation from the Clerk and secure a deal, on the understanding that the three-year premium of £7.478.43 was per year of the three year agreement {with Hiscox on a long-term binding agreement}. **Agreed** **CLERK**

19.4	**To discuss the 2023/24 SPC Finance and Business Plans.** The Clerk presented as per supporting papers the amended plan which had been agreed last year. The amendments included new earmarked reserves (having been agreed at the last meeting), plus a newly agreed general reserves target figure, and a new list of proposed year one objectives. The members considered the Finance Plan separately first. Cllr S Alexander **proposed, seconded** by Cllr I. Alexander that SPC approves the Finance side of the SPC Business Plan 2023/24. **Agreed**	**CLERK**
19.5	**To discuss the draft 2023/24 SPC Action Plan and agree any subsequent actions.** Members agreed to defer this until the full Business plan was approved.	**CLERK**
F&GP/23/20	**PUBLICITY**	
20.1	**To agree the content of the next SPC quarterly newsletter.** The Clerk provided a supporting paper with an updated version of the previously supplied text from Cllr Trundle. Further amendments were discussed and agreed. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree the content of the next SPC newsletter subsequent to the amendments discussed. **Agreed 6 For, 1 Against.**	**CLERK**
F&GP/23/21 21.1	**CCTV - To discuss progress from the CCTV working parties recent meeting.** The Chair updated from the working party meeting which took place on the 10th July. All 4 members involved thought the meeting was interesting and productive and went a long way to establishing the scope of works. The meeting determined to complete details of the scope of works; to contact HDC and gain permissions for use of some street furniture and electrical supplies; to seek permission to use, lease, be gifted or purchase the unused police pole in the High Street as one preferred installation location; and to then start gaining quotes, to be brought back to F&GP.	**CLERK**
F&GP/23/22	**PROGRESS REPORT**	
22.1	*F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors.* **– Ongoing**	**CLERK**
22.2	*F&GP/22/68.1 Work on Staff Contracts undertaken and prepared for Personnel Committee*. The Clerk confirmed this work awaited discussion at a soon to be convened Personnel Committee	**CLERK**
22.3	*F&GP/23/6.1 Clerk to organise SPC specific Finance training for those F&GP Members Interested - **Ongoing***	**CLERK**
22.4	*F&GP/23/7.7 Agreed monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC Current Account - **Ongoing***	**CLERK**
22.5	*F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group **- Ongoing***	**CLERK**
F&GP/23/23	**INFORMATION/CORRESPONDENCE ITEMS**	
23.1	None	
F&GP/23/24	**DATE OF NEXT MEETING – 12th September 2023 @7.30pm.**	

The Chair closed the meeting at 9.08pm

Signed ………………………………………………… Date 12th September 2023
Chair

A video recording of this meeting can be found using this link ; -
https://youtu.be/mHpMQZpl20E

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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 12th SEPTEMBER 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell, I Alexander, Norcross and Trundle.
Clerk: John Fullbrook

Members of the Public in attendance: **1**
Meeting commenced: **7:30 pm**

MINUTES

ACTIONS

F&GP/23/25 **APOLOGIES FOR ABSENCE**
25.1 Apologies were received from Cllrs Bell and Campbell. Cllr Trundle arrived at item 28.1.

F&GP/23/26 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
26.1 None

F&GP/23/27 **QUESTIONS FROM THE FLOOR** **{in summary}**
27.1 **None**

F&GP/23/28 **MINUTES OF PREVIOUS MEETING**
28.1 Cllr S Alexander **proposed, seconded** by Cllr Ballance that the minutes of the meeting held on the 11th July 2023 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**
Cllr Trundle arrived during this item

F&GP/23/29 **MATTERS ARISING AND ACTIONS –** These items taken as read
29.1 Steyning & District Partnership Food festival Grant paid **– Actioned**

29.2 Ukrainian Refuge rep. informed of unsuccessful grant request **– Actioned**

29.3 Partnership informed of SPC support for their Tug of War event – **Actioned**

29.4 Insurance coverage undertaken based upon agreement as per meeting motion **– Actioned**

29.5 Bring back the deferred SPC Business plan for agreement at the next meeting **– See item 31.4**

29.6 Bring back the deferred SPC Action Plan for agreement at the next meeting **– See item 31.5**

29.7 Quarterly Newsletter final draft inc. amendments sent off to printers **– Actioned**

29.8 Work on Staff Contracts undertaken and prepared for Personnel Committee – **Actioned**

29.9 Clerk to organise SPC specific Finance training for those F&GP Members interested – **Actioned**

29.10 Monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC **- Actioned**

F&GP/23/30 **FINANCIAL MATTERS**.
30.1 **To approve the list of SPC payments for July & August 2023.** Cllr S Alexander **proposed, seconded** by Cllr Sharp that the list of payments for July and August 2023 be approved as a correct record**. Agreed**

30.2 **To agree F&GP Income & Expenditure reports for July and August 2023.** Cllr S Alexander **proposed, seconded** by Cllr Norcross to agree the F&GP Income and Expenditure report for July and August 2023 as a correct record. **Agreed**

30.3 **To agree a request for grant funding from the Allotment Association for £79.81 to cover AGM Charge.** {Cllr I Alexander remembered he needed to declare an interest in this item as he is a member of the Association}. Cllr S Alexander **proposed, seconded** by Cllr Trundle to agree the grant fund application from the Allotment Association for £79.81. **Agreed** **CLERK**

F&GP/23/31 GOVERNANCE AND COMMUNITY MATTERS

31.1 **SPC Community Award – To agree the invitation details for nominations and the associated Publicity.** Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC accepts the invitation for nominations and associated publicity (in 'Your Steyning'), subject to agreeing the next motion under agenda item 7.2, whereby the date for the Chairmans function is to be agreed (Which is the 1st Dec). **Agreed** **CLERK**

31.2 **To agree arrangements and date for the Chairmans Function '23.** Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC agree the date of the Chairmans Function as the 1st of December and that the Clerk reaches out to the school to see if it is possible to promote some community engagement with the school whereby entertainment could be organised. **Agreed** **CLERK**

31.3 **To agree the SPC budget setting timetable for 2023/24**. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC agree the {SPC Budget setting} timetable as set out within supporting papers. **Agreed** **CLERK**

31.4 **To agree the 2023/24 SPC Finance and Business Plan.** In answer to a question raised, the clerk confirmed that £81,353 was potentially available as working capital for projects. Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC agree the 2023/24 Finance and Business Plan. **Agreed**

31.5 **To agree the draft 2023/24 SPC Action Plan.** Cllrs discussed the various projects that have been prioritised for action for this first year of the current council's term, and in particular the rebooting of the youth service, and wondered if the clerk felt the council was on track to achieve all the projects outlined. The Clerk suggested the council was 4 or 5 tasks behind where he had hoped to be and that this was down to continued internal disruption. He emphasized that though the list was substantial and involved the completion of 90 tasks by years end, it was still entirely achievable but only if the whole council was able to work collectively towards these goals. **CLERK**
Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC agree the 2023/24 Action Plan subject to the changes discussed which included changing the order associated with Finger-post signs project tasks, and the title of the Bus Shelter project. **Agreed**

31.6 **To agree the payment for High St. Lamppost testing, to enable Christmas lighting displays.**
It was suggested that the clerk consider contacting with the Community Partnership to see if a joint approach to Lamppost testing be pursued next year in order to save money. **CLERK**
Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC agree the payment for the High St. Lamppost testing, to enable Christmas lighting displays. **Agreed** **CLERK**

F&GP/23/32 DATA PROTECTION AND FREEDOM OF INFORMATION

32.1 The Clerk reported that there had been five Freedom of Information requests and review requests received in the last few weeks and that because they were from the same individual and that it was the same individual who historically had frequently burdened the Council with requests, that he had combined these latest requests and made one response, which included that he was refusing the requests under section 14 of the Freedom of information Act (Vexatious Requests). However, because a review had also been requested, there needed to be a convening of the SPC FOI panel to deal with the matter. After a discussion with member representatives present, it was decided this should take place on the 5th October at 6pm. **CLERK**

F&GP/23/33 PROGRESS REPORT

33.1 *F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors.* **– Ongoing** **CLERK**

33.2 *F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group* ***– This had been discussed at the last meeting, but it was felt there needed to be a separate meeting as there was such a lot to discuss*** **W Party**

33.3 *F&GP/22/68.1 F&GP request that Steyning Council obtain the 'Power of Competence' –* ***This was due to be discussed at the next Full Council meeting*** **CLERK**

33.4 *F&GP/22/68.1 Clerks office to enquire about Youth Service contract payment reimbursements* ***The Clerk had received an email asking for completion of a 'proof of debt' form.*** **CLERK**

33.5 *F&GP/22/68.1 Clerk to reconvene a CCTV working party meeting –* ***Work was continuing with quotes being sought with then the working party needing to meet once more so that a scope of works could be agreed for recommendation back to this committee.*** **W. Party**

F&GP/23/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/23/35 DATE OF NEXT MEETING – 14th November 2023 @7.30pm.

The Chair closed the meeting at 8.29pm

Signed ………………………………………………… Date 14th November 2023
Chair

A video recording of this meeting can be found using this link ; -
https://youtu.be/24TxlBBuuAI

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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th NOVEMBER 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell, I Alexander, Norcross and Bell.
Clerk: John Fullbrook

Members of the Public in attendance: **1**
Meeting commenced: **7:30 pm**

Non-confidential DRAFT MINUTES

ACTIONS

F&GP/23/36 **APOLOGIES FOR ABSENCE**

36.1 Apologies were received from Cllrs Trundle.
Cllr Campbell had sent an email message in September via auto response stating his intention to be taking a break from Council Business for a while. No reason for this 'apology' was given.

F&GP/23/37 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

37.1 Cllrs Norcross and I Alexander declared an interest in item 48.1, and would not speak in support of, nor vote for, those nominees who were known to them.

F&GP/23/38 **QUESTIONS FROM THE FLOOR {in summary}**

38.1 None

F&GP/23/39 **MINUTES OF PREVIOUS MEETING**

39.1 Cllr S Alexander **proposed, seconded** by Cllr Norcross that the minutes of the meeting held on the 12th September 2023 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**

F&GP/23/40 **MATTERS ARISING AND ACTIONS –** These items taken as read

40.1 Allotment Association to receive grant funding monies **– Actioned**

40.2 Community Award invitation for nominations to be publicised in Your Steyning **– Actioned**

40.3 Chairmans Function to be arranged – **Actioned**

40.4 SPC Budget Setting timetable to be rolled out **– Actioned**

40.5 To update SPC 23/24 Action Plan on Web Site and include amendments**– Actioned / See 42.4**

40.6 Lamp post testing invoice processed **– Actioned**

40.7 FOI panel to be convened to deal with outstanding FOI review requests **– Actioned / See 43.1**

40.8 F&GP request SPC Full Council obtain the 'power of competence' – **Actioned**

40.9 Clerk to reconvene a CCTV working party – **Actioned / See 42.3**

F&GP/23/41 **FINANCIAL MATTERS**.

41.1 **To approve the list of SPC payments for September & October 2023.** Cllr S Alexander **proposed, seconded** by Cllr Sharp that the list of payments for September and October 2023 be approved as a correct record**. Agreed**

41.2	**To agree F&GP Income & Expenditure reports for September and October 2023.** Cllr S Alexander **proposed, seconded** by Cllr Bell to agree the F&GP Income and Expenditure reports for September and October 2023 as a correct record. **Agreed**	
41.3	**To consider the first draft F&GP budget for 2023/24.** The Chair explained that this was the committees first view of the F&GP budget, and that there would be further chances to conclude discussions on this matter, with F&GP taking into account the other committee's recommendations at the December meeting. Members discussed several budget items. The Clerk made special reference to the fact that as SPC were at the end of the current 3-year term with the High Street Christmas Lighting contractors, that members could research other options and bring them back to committee for further discussion.	**CLERK** **All Cllrs**
41.4	**To agree the NALC agreed pay awards for SPC salaried/part time staff.** Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC accepts the NALC agreed pay awards for SPC salaried and part-time staff. **Agreed**	**CLERK**
F&GP/23/42	**GOVERNANCE AND COMMUNITY MATTERS**	
42.1	**Internal Audit Report check and agree any recommendations.** Cllr S Alexander pointed out that there was one item highlighted by the auditor, this being that there was a necessity for him to not only counter sign the reconciliation documents each month as per produced by the Responsible Finance Officer and generated by the financial software system, but also it was necessary for him as F&GP Chair, to sign the corresponding bank statements. He also pointed out that this issue had already been rectified since the visit of the auditor on the 27th October. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the Audit report and that it abides by the recommendation noted. **Agreed**	**CLERK** **Cllr S Alexander**
42.2	**To agree an updated SPC Asset Register.** The document discussed as per supporting papers included amended and updated acquisition items, and 'disposals' plus the final column had been brought into line with the most recent SPC insurance schedule details. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC agree the Asset Register 1st September '23 to 31st August '24 {As per supporting paper}. **Agreed**	**CLERK**
42.3	**CCTV Installation project.** The Chair updated members with the latest situation which included SPC soon to be receiving the first draft scope of works and quote for installation at all three locations in Steyning. These quotes will be discussed at the next CCTV working party and a scope of work agreed to be recommended back to this committee. Also, there was a need to consider details regarding the public consultation document. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that F&GP delegate to the CCTV working party, to design a public consultation document / survey and process and bring back to this committee in December. **Agreed**	**Working Party**
42.4	**SPC Action Plan update.** Cllrs discussed the various projects that have been prioritised for action for this first year of the current council's term. Two projects had been completed. These included three separate memorial bench installations, plus the overhauling and implementation of the new staff contracts. Other projects completion was more or less on schedule.	**CLERK**
F&GP/23/43	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
43.1	The Clerk reported that the FOI panel had met on the 5th October and completed a review of the five recent Freedom of Information requests made by an SPC Councillor which had previously been refused by the Clerk on the grounds that they were vexatious. The panel's written response was a supporting paper, and had been sent to the requester, and was to be published on the SPC Web Site in keeping with the Transparency code. The Clerk thanked the FOI panel members for their diligence and well-crafted response.	**CLERK**
F&GP/23/44	**PROGRESS REPORT**	
44.1	*F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors.* **– Ongoing**	**CLERK**

44.2 *F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group* ***– Ongoing – needing to find time to convene this group*** **CLERK**

44.3 *F&GP/22/18.1 Clerks office to enquire about Youth Service contract payment reimbursements* **CLERK**
The Clerk had completed a 'proof of debt' form and sent to liquidators and was awaiting a response.

44.4 *F&GP/22/31.6 Clerk to discuss joint approach to Lamp post testing with other Steyning Key Stakeholders –* ***Cllr I Alexander reported that the District Partnership no longer needed to gain permissions as they no longer had flags to put up, therefore this item was effectively dealt with and could be struck off***

F&GP/23/45 INFORMATION/CORRESPONDENCE ITEMS
45.1 None

F&GP/23/46 CONFIDENTIAL SESSION – Cllr S Alexander **proposed, seconded** by Cllr Ballance to resolve,
46.1 under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 12 and 13 (below) may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/23/47 SPC GRASS CUTTING CONTRACT
47.1 **To consider the recommendation from Community Committee concerning the current grass cutting contract.** It had been agreed that the grass cutting service provision was below standard and not in keeping with the terms of the three-year contract. F&GP members considered the recommendation from Community Committee and other options as per supporting papers. Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC {follows option 2 set out within the supporting papers}* and seeks a quote from the company considered the 2nd best option during the tendering process in February 2023, and that this is discussed at the next F&GP Committee. **Agreed** **CLERK**

F&GP/23/48 SPC COMMUNITY AWARDS
48.1 **To agree nominations for the Annual SPC Community awards.** The nominations, and supporting evidence, was presented to members for discussion and then voted upon. Cllr S Alexander **proposed, seconded** by Cllr Bell that members agree to nominee #1 and nominee #3 {as per listed in supporting papers}. **Agreed** **D CLERK**

F&GP/23/49 DATE OF NEXT MEETING – 12th December 2023 @7.30pm.

The Chair closed the meeting at 9.05pm

Signed ………………………………………………… Date 12th December 2023
Chair

A video recording of this meeting can be found using this link ; -
https://youtu.be/FtvZD9_3Igs

*** This motion redacted as these are the non-confidential minutes**

Steyning Parish Council

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

Present: Cllrs Trundle, Young, M Alexander, Johnson. Hanson and Ballance

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P23/28 **APOLOGIES**
28.1 Apologies were received from Cllr Foxwell and Lloyd

P23/29 **DECLARATIONS OF INTEREST**
29.1 There was a declaration of personal interest from councillor Ballance to item 37.1 as he is a friend of the applicant. Councillor Trundle declared a personal interest to item 37.2 as an employee of the business the application is being applied for.

P23/30 **QUESTIONS FROM THE FLOOR** -
30.1 None

P23/31 **MINUTES – to agree minutes of the last meeting on Monday 26th June 2023**
31.1 Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the minutes of 26th June 2023 as a true and fair record of the meeting. **Agreed** 5 for and 1 abstention

P23/32 **MATTERS ARISING AND ACTIONS (taken as read)**
32.1 **19.1 – Bus Shelter ramp** –. The item was discussed at the October F&GP meeting. **Ongoing** Deputy Clerk to contact district councillors concerning funding towards lowering the floor proposal. **Actioned Deputy Clerk to report back.** Victoria Finnigan informed that there may be some 106 monies available, possible £2,100.00. that could be applied for from WSCC for the lowering of the bus shelter floor. The Clerk to look into the possibility of 106 Money. There is no assistance available from Horsham District Council. Deputy Clerk to investigate the possibility of funding through the accessibility department at HDC. **d/clerk** Deputy Clerk to obtain a quote for the work to lower the bus shelter floor in the 3rd bay, the one nearest the Community notice board, of the bus shelter and report back to a future meeting. **d/clerk**
32.2 **19.3 – Automatic door service –** to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**
32.3 **19.5 - Fence on Bowling Club Boundary** – Cllr Ian Alexander **proposed, seconded** by Cllr Trundle to ask Steyning Partnership volunteers to inspect and, if possible, remove the fence and gravel boards and to inform Deputy Clerk of the outcome. **Ongoing. Cllr I Alexander to**

produce prices for gravel boards to carry out the work – Actioned Cllr I Alexander has requested that the Deputy Clerk order 8 gravel boards and 2 weed suppressant sheets. **Actioned** Work to be carried out on 28th July. d/clerk

32.4 **24.3** - **Black-out linings Coombe Court –** Deputy Clerk to get 3 quotes for the work to replace the tracks and black out linings - **Agenda item 12.3**

32.5 **25.2 - Replace lighting in bus shelter to LED Lighting –** Deputy Clerk to agree the quote and order the work. **Actioned.** Work Is to be done in August when the PATS and Electrical testing is caried out in August .

32.6 **25.3 - Ceiling Projector - To discuss and agreed moving forward with the ceiling projector for Coombe Court.** Deputy Clerk to look into costs for leasing a projector and report back to next meeting**. Actioned. Agenda Item 12.2**

32.7 **26.1 Replacement of pumps for the central heating boiler. Agenda Item 12.4**

The Chairman brought forward item 37.1 for discussion as the member of public is the applicant for the application.
Cllr Ballance declared a personal interest in the Item and took no part in the discussion or voting

P23/33 **Epicurus Garden, 27 High Street –** Wine Bar – Premises Licence Application.

33.1 Cllr Trundle **proposed, seconded by** Cllr Alexander **No Objection. Agreed.**
The member of the public left the meeting

P23/34 **PLANNING APPLICATIONS**

34.1 **SDNPA/23/0214/CND - Charlton Court Granary ,Mouse Lane -** Variation of condition 1 of previously approved application SDNP/19/05470/FUL (Part demolition of outbuildings and conversion of redundant agricultural buildings to form one dwelling with the erection of an extension) Variation sought to incorporate additional designs to part of approved proposals and amalgamation of additional drawings to reflect minor changes to approved design of granary.
The website for this application was unavailable for viewing before the meeting. Deputy Clerk to email the planning application to Cllrs to comment by email.
Following the last meeting, as the plans were not available on the website at the time the Deputy Clerk was asked to send out the plans as soon as they were available. Actioned, Cllrs were requested to send in their comments Cllrs emailed No Objection to the application.

34.2 **DC/23/1233 – 23 Coxham Lane -** Erection of two storey corner infill extension to the front and first floor rear extension. Removal of roof and replacement with pitched roof to create additional internal space. Installation of part cladding, replacement windows and replacement roof to garage.
Cllr Trundle **proposed, seconded** by Cllr Alexander **No Objection. Agreed.**

34.3 **DC/23/1337 – Little St Johns, Jarvis Lane - Fell 1 x Copper Beech and 1 Beech (Works to Trees in a Conservation Area)**
Cllr Trundle **proposed, seconded by** Cllr Young **OBJECTION Cllrs are concerned for the felling of 2 healthy trees in a Conservation Area and would like consideration of surgery to be considered instead in conjunction with the Arboricultural Officer's advice. Agreed**

34.4 **DC/23/1036 – 2 Coxham Cottages, Coxham Lane –** Erection of a front porch and enlarged existing extension. Amendment to approval DC/22/1574 (Demolition of single storey front and side extension and erection of a two-storey front and side extension).
Cllr Trundle **proposed, seconded by** Cllr Johnson **OBJECTION the proposed additional**

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extension almost doubles the size of the property and Cllrs are concerned that this is over development of the site. There is no new water neutrality information to back up the extension and no new information concerning conforming to the local plan. Cllrs are concerned that the extension would have a negative impact on the adjoining neighbour. Agreed

34.5 **DC/23/1364 – St Johns, Jarvis Lane -** Fell 1xGinkgo (Work to Trees in a Conservation Area) Cllr Trundle **proposed, seconded by** Cllr Ballance **OBJECTION to felling a health tree in the Conservation Area Cllrs would support an alternative surgery alternative with the advice of the Arboricultural Officer. Agreed.**

34.6 **DC/23/1313 – 7 Laines Road** – Demolition of existing garage and erection of a replacement garage with incidental artist studio above.
Cllr Hanson **proposed, seconded** by Cllr Trundle **No Objection subject to the proposal being ancillary to the house. Agreed** 5 for and 1 against.

P23/35 **AMENDED PLANS**
35.1 **DC/23/1113 – The Coach House, Sheep Pen Lane –** Erection of a single storey rear extension**.**
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection**
35.2 **DC/23/0702 – Silver Copse, Castle Field –** Erection of a single storey side and rear extension
Cllr Trundle **proposed, seconded** by Cllr Ballance **OBJECTION due to insufficient information of the change. If a resolution has bee made Cllrs would like to see the changes**. **Agreed.**

P23/36 **LATE PLANS**
36.1 **DC/23/1401- 3 Gatewycke Terrace, Tanyard Lane -** Surgery to 1x Sycamore and 1x Cypress (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Hanson **No Objection.**

P23/37 **ENFORCEMENT NOTIFICATIONS**
37.1 **EN/23/0310 -** Northover Horsham Road - Alleged: unauthorised waste handling/storage operation Sam Nye
37.2 **EN/23/0311 -** Northover Horsham Road - unauthorised storage of various vehicles, portable office building and shipping container Sam Nye

P23/38 **PREMISE LICENCE APPLICATIONS –**
38.1 *Cllr Trundle declared a personal interest in the Item and took no part in the voting*
Martins Newsagents, 64 High Street – Under new management and planning to start a new line on the second floor for the sale of alcohol.
Cllr Ballance **proposed, seconded** by Cllr Johnson **OBJECTION Cllrs are concerned that there are already 3 other businesses in Steyning selling alcohol. The shop has already had issues with burglaries previously. Agreed.**

P23/39 **PLANNING DECISIONS FROM HDC and SDNP**
39.1 **Permitted**
DC/23/0897 - Little Nash, Horsham Road - Demolition of conservatory and erection of a single storey front extension.
39.2 **DC/23/0781** - **The Hollow, Tanyard Lane** - Removal of existing raised deck structure and installation of a replacement raised deck structure.
39.3 **DC/23/0972 - 65 Roman Road** - Erection of a single storey rear extension and alterations to existing decking.

39.4 **DC/23/0981 - 12 Kings Barn Lane -** Part demolition of existing conservatory and construction of a single storey rear extension

39.5 **DC/23/0897 - Little Nash Horsham Road -** Demolition of conservatory and erection of a single storey front extension.

P23/40 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

40.1 **Bookings** – The regular bookings for July have slowed down for the summer period. There has been an exhibition held by the Camera Club over a whole weekend, there has also been an antiques road show type evening held. The expected income for July is £4,556.62

40.2 **Film nights** – The film night in July was 'A man called Otto' -77 tickets were sold. After all deductions were taken out there was a profit of £ 21.46. The film in August is 'ticket to Paridise'. Tickets are on sale in the Office.

40.3 **To discuss and agree publishing a list of weekly / monthly events at the Steyning Centre**
A page has been added to the Parish Council web site to display regular bookings being held at the centre, it will also be displayed on the PPG information screen and the Steyning Centre noticeboard. **d/clerk**

P23/41 **FINANCE -**

41.1 **Income and Expenditure for June 2023 -** To agree the reports as a true record of the finances for June 2023
Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the financial reports for June as a true record. **Agreed**

41.2 **Ceiling projector in Coombe Court** – to discuss moving forward with the ceiling projector for Coombe Court. After researching several companies, and receiving advice from our IT Contractor, we have been told that leasing a projector for a long period was not cost effective to the companies or to the customers.
Having reviewed the usage of projectors at the centre in the last 6 years there has only been 48 hire requests. There is a portable projector that can be hired at £6.80 per session.
It was noted that the Film Society would be interested in having a meeting to discuss upgrading the sound system and would be interested in assisting with the funding for this.
Cllr Trundle **proposed, seconded** by Cllr Johnson that the projector is no longer considered a cost-effective project and instead the committee wish to consider upgrading the sound system for all users in Coombe Court in collaboration with the Film Society. Deputy Clerk to set up a meeting with the IT contractor and representatives from the Film Society. **Agreed.** **d/clerk**

41.3 **Black-out blinds Coombe Court** – to discuss replacement of black-out blinds due broken track and torn blinds. 3 quotes have been received Quote 1 - £1354.17 plus VAT
quote 2 £ 2011.50 plus VAT Quote 3 £1916.00 plus VAT
Cllr Trundle **proposed, seconded** by Cllr Ballance to accept quote number 1 . Deputy Clerk to accept and order the work. **d/clerk**

41.4 **Replacement of pumps for the central heating boiler** - to discuss and agree quotes for the work to be carried out. 3 quotes have been received Quote 1 £2624.29 plus VAT - Quote 2 £3396.30 - quote 3 £2.950.00.
Cllr Trundle **proposed, seconded** by Cllr Hanson to accept quote 1. Deputy Clerk to accept the quote and order the work. **Agreed.** **d/clerk**

P23/42 **CORRESPONDENCE/INFORMATION**.
Nothing for this meeting

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P23/43 **DATE OF NEXT MEETING** - Monday 21st August 2023 at 7.30pm

The Chairman closed the meeting at 9.24 pm

Signed ………………………………………………………………. Chairman

Link to the meeting

The Steyning Centre
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25TH SEPTEMBER 2023 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, M Alexander, Johnson. Hanson and Ballance

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P23/44 **APOLOGIES**
44.1 Apologies were received from Cllrs Young, Foxwell and Lloyd.

P23/45 **DECLARATIONS OF INTEREST**
45.1 There were no declarations of interest from Councillors

P23/46 **QUESTIONS FROM THE FLOOR** -
46.1 None

P23/47 **MINUTES – to agree minutes of the last meeting on Monday 24th July 2023**
47.1 Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the minutes of 24th July 2023 as a true and fair record of the meeting. **Agreed**

P23/48 **MATTERS ARISING AND ACTIONS (taken as read)**

48.1 **32.1 – Bus Shelter ramp** –. Deputy Clerk to obtain an estimate/quote to lower the floor of 1 bay in the bus shelter and to investigate the possibility of fund from the Accessibility department at Horsham District Council -**. At present 1 builder has been asked to supply an estimated for the cost of the work to be done.** As the builder is not coming back with an estimate after several chases it was suggested the Deputy Clerk try a different builder. **D/Clerk**

48.2 **19.3 – Automatic door service –** to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

48.3 **32.3 - Fence on Bowling Club Boundary** – materials purchased, Cllr I Alexander and S Alexander to carry out the work. **Actioned.** Thanks were given to Cllrs Ian Alexander and Simon Alexander for carrying out the work.

48.4 **32.5 - Replace lighting in bus shelter to LED Lighting –** Work to be carried out during August. **Actioned**

48.5 40.3 - **Publish a weekly/monthly list of events at the Steyning Centre** – Pulish on website and PPG information screen**. Actioned.**

48.6 **41.2 - Ceiling Projector - To discuss and agreed moving forward with the ceiling projector for Coombe Court.** Projector no longer considered a cost-effective project. Committee wish to consider upgrading the sound system for all users of Coombe Court in collaboration with the

Film Society. Deputy Clerk to set up a meeting with IT contractor and reps from Film Society. **Actioned.** Report is item **12.2**

48.7 **41.3 Black-out linings Coombe Court –** Quote 1 agreed. Deputy Clerk to order the work**.** **Actioned.** The curtains are expected before October.

48.8 **41.4- Replacement of pumps for the central heating boiler** . quote 1 agreed. Deputy Clerk to order the work. **Actioned.**

P23/49 **RECENT PLANNING APPLICATIONS - comments sent to HDC during August**

49.1 **DC/23/1445 – 71 Kings Stone Avenue -** Application to confirm the construction of external decking to rear (east) elevation and steps to ground level took place in excess of 4 years from the date of the applicatio**n. (Lawful Development Certificate – Existing)**
Councillors agreed **No Objection** to the Lawful Development Certificate**.**

49.2 **DC/23/1492 – 53 Penfold Way –** Surgery to a group of Sycamore trees
Councillors have **No Objection** to this application subject to the advice of the Arboricultural Officer. **Agreed.**

49.3 **DC/23/1493 – 52 High Street –** Fell x 1 Elder tree
Councillors have **No Objection** to this application subject to the advice of the Arboricultural Officer.**Agreed**

49.4 **DC/23/1503 – 19 Roman Road** – Clad dormer in black composite cladding.
Cllr Johnson **proposed, seconded** by Cllr Ballance **OBJECTION** on the grounds of the application for Black composite cladding is not in keeping with the Street view. **Agreed**

49.5 **SDNP/23/03391** – **Pepperscombe Farm Newham Lane** – Campsite Pepperscombe Lane Farm – Certificate.
Cllrs of the Planning Committee have **No Objection** to this application**. Agreed.**

49.6 **SDNP/23/03122** – **Great Drove Farm Bostal Road** – Removal of Condition 2 of previously Approved application.
Cllrs of the Planning Committee have **No Objection** to this application**. Agreed.**

P23/50 **PLANNING APPLICATIONS**

50.1 **DC/23/1582 – 61 Kings Stone Avenue -** Erection of a detached single storey annexe at the rear of the garden including the extension of the residential curtilage and installation of retaining walls and terracing (Part Retrospective)
Cllr M Alexander **proposed, seconded** by Cllr Ballance **OBJECTION Cllrs are concerned that the hard landscaping is out of sympathy with the neighbouring properties and rural aspect. There is a lack of evidence of research of registered owners of the curtilage and it is also in breach of HDC's regulatory decision, condition 5, of application DC/22/1793 of 8th February 2023. Agreed.**

50.2 **DC/23/1652 – The Chantry House** – **34 Church Street** – Surgery to 1 x Tulip and 1 x Ash (Works to Trees in A Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Johnson **No Objection**. **Agreed**.

50.3 **DC/23/1692 and 93** - **The White Horse 23 High Street** – Extension of existing patio area and installation of a pergola, alteration to car park egress parking arrangements.
Cllr Trundle **proposed, seconded** by Cllr Johnson **No Objection. Agreed.**

50.4 **DC/23/1163 - 11 Stonecroft Tanyard Lane –** Erection of single storey rear extension
Cllr Trundle **proposed, seconded** by Cllr M Alexander **No Objection** however there is concern at the extent of the hard landscaping, but Cllrs are pleased to see note that a soak away is being included. **Agreed** 2 for and 3 abstentions.

P23/51 **LATE PLANS**

51.1 **None**

P23/52 **ENFORCEMENT NOTIFICATIONS**

52.1 **EN/23/0335 24/07/2023 7 Laines Road** - Alleged: height of building is not in accordance with the plans approved under DC/22/0834 Sam Nye

52.2 **EN/23/0361 14/08/2023 Honeys 25 - 27** Church Street - Alleged: without permission, installation of exterior lighting to front elevation and new paving to front. Sam Nye

52.3 **EN/23/0430 18/09/2023 8 Newham Close** -Alleged: Erection of shed in car parking space and construction of pond

P23/53 **PLANNING DECISIONS FROM HDC and SDNP**

Permitted

53.1 **DC/23/0702 - Silver Copse Castle Field** - Erection of a single storey side and rear extension.

53.2 **DC/23/0736 - Steyning Tennis Club Charlton Street-** Replacement of existing tennis court floodlights with LED floodlights.

53.3 **DC/23/1044 -16 Ingram Road -** Erection of single storey front extension

53.4 **DC/23/1113 -The Coach House Sheep Pen Lane** - Erection of a single storey rear extension

53.5 **DC/23/1036 - 2 Coxham Cottages, Coxham Lane -** Erection of a front porch and enlarged existing extension. Amendment to approval DC/22/1574 (Demolition of single storey front and side extension and erection of a two-storey front and side extension).

53.5 **DC/23/1045 -12 Penfold Way -** Conversion of garage into habitable living space, porch addition to front elevation, alterations to fenestration to front and rear elevations and replacement of tile hanging with boarding on front elevation

53.6 **DC/23/1233 - 23 Coxham Lane -** Erection of two storey front extension, raising of roof to create first floor, erection of front porch, and associated external alterations. Installation of part cladding, replacement windows, and replacement roof to garage.

53.7 **DC/23/1313 - 7 Laines Road -** Demolition of existing garage and erection of a replacement garage with incidental artist studio above.

53.8 **DC/23/1401** - **3 Gatewycke Terrace Tanyard Lane** - Surgery to 1x Sycamore and 1x Cypress (Works to Trees in a Conservation Area)

53.9 **DC/23/0048 - Northover Horsham Road** - Removal of existing barn and erection of a replacement agricultural barn for the storage of hay and agricultural plant and machinery including the provision of a solar panel array with associated landscaping

53.10 **DC/23/1445 - 71 Kings Stone Avenue -** Application to confirm the construction of external decking to rear (east) elevation and steps to ground level took place in excess of 4 years from the date of the application (Lawful Development Certificate - Existing)

53.11 **DC/23/1525 - 56A High Street** - Prior Notification for Change of Use of Class E Commercial to 2 bed residential flat

Refused

53.12 **DC/23/1104** - **13 Penlands Way** - Erection of a single storey side extension to existing outbuilding, and conversion to ancillary accommodation, including installation of flat roof dormer, 1no roof lantern, and solar panels

P23/54 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

54.1 **Bookings** – The bookings for August slowed down as usual for the summer period. A new weekly Martial Arts class started in August in the Saxon Room. The Saturday Farmers Market used the centre for a last- minute booking due to high winds and rain, they were very pleased with the venue and it worked out well. The expected income for August was £2771.25
The bookings for September have seen all the regular bookings return after the summer break. There is a new weekly yoga in Saxon Room. Heber Opera has returned for its annual theatre

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show. Unfortunately, the comedy nights have cancelled their future bookings due to not selling enough tickets. The expected income for September is £4768.30.

54.2 **Film nights** – The film night in August was 'ticket to paradise' -94 tickets were sold. After all deductions were taken out there was a profit of £ 95.68. The film in September was 'Living' – 48 tickets were sold, there was a loss of £69.50. The next film is 'what's love got to do with it' Tickets are on sale in the Office.

54.3 **Floor issue in Saxon Room -** The floor in Saxon room has warped in an area near the hatches to Saxon and Coombe court kitchens. The reason was due to the poor summer weather and recent humidity that has made the floor swell and caused a lump. The floor contractors came out on 13th September to carry out work to resolve the issue and will be back early October to complete the work. They have had to cut away some of the floor to allow it to expand. There is also a need to renew the beading round the sides of the room, replace the skirting boards and make 2 new doorway thresholds and place a vent in the floor to stop the same thing happening again. The work is expected to cost £850.00.

P23/55 **FINANCE -**

55.1 **Income and Expenditure for July and August 2023 -** To agree the reports as a true record of the finances for July and August 2023
Cllr Trundle **proposed, seconded** by Cllr M Alexander to accept the financial reports for July and August as a true record. **Agreed**

55.2 **Sound System upgrade instead of projector -** To discuss and agree moving forward with the sound system upgrade for Coombe Court in connection with the film society requirements for upgrading.
The IT contractor met with the Film Society to discuss if their requirements for the sound system would fit in with the councils plans to upgrade the sound system in Coombe Court. Unfortunately, they require a completely different system.
The quote to upgrade the sound system for coombe court is for £6590.00 excluding optional microphones, cables and stands (these could be added at a later date)
The money left over from last year's projects for the Steyning Centre is £3,338.00 and there is an IT budget for this year at £2,500 giving a total of £5838.00 available for the project, approx. £800.00 short. Cllrs asked the Deputy Clerk to go back to the contractor to request more information on the make and models of the speakers, the subwoofer and the digital mixer and how long he expected the work would take to install and configure.

55.3 Cllrs were asked to consider which projects they may wish to consider for the budget process for 2024/25 and report back to next meeting.

P23/56 **CORRESPONDENCE/INFORMATION**.

56.1 Cllr Ballance queried whether there has been further information on the Enforcement for Springwell's boundary wall that should be replaced. Cllr Balance asked to look into the issue.

P23.57 **DATE OF NEXT MEETING** - **Monday 23rd October 2023 at 7.30pm**

The Chairman closed the meeting at 8.32pm

Signed ………………………………………………………………. Chairman

Link to the meeting https://youtu.be/36D_M17dt70

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

Present: Cllrs Young, M Alexander, Johnson. Hanson, Ballance and Lloyd

Members of the public: 2

Clerk – Hazel Roxby

MINUTES

P23/58 **APOLOGIES**

58.1 Apologies were received from Cllrs Trundle and Foxwell

P23/59 **DECLARATIONS OF INTEREST**

59.1 There were no declarations of interest from Councillors.

P23/60 **QUESTIONS FROM THE FLOOR** -

60.1 Mr Adam Mosley, the applicant for planning application DC/23/1870 32 High Street, gave a statement and answered questions from Councillors on the application.

P23/61 **MINUTES – to agree minutes of the last meeting on Monday 25th September 2023**

61.1 Cllr Hanson **proposed, seconded** by Cllr Ballance to accept the minutes of 25th September 2023 as a true and fair record of the meeting. **Agreed.**

P23/62 **MATTERS ARISING AND ACTIONS (taken as read)**

62.1 **32.1 – Bus Shelter ramp** –. Deputy Clerk to obtain an estimate/quote to lower the floor of 1 bay in the bus shelter and to investigate the possibility of fund from the Accessibility department at Horsham District Council -**. At present 1 builder has been asked to supply an estimated for the cost of the work to be done.** As the builder is not coming back with an estimate after several chases it was suggested the Deputy Clerk try a different builder. **Actioned** 1 spoke to/ 2nd left message, waiting to hear from both. **D/Clerk**

62.2 **19.3 – Automatic door service –** to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

62.4 **41.2 - Sound System -** Deputy Clerk to report back on the information requested at the meeting. **Actioned Agenda item 12.2**

62.5 **41.3 Black-out linings Coombe Court –** Quote 1 agreed. Deputy Clerk to order the work**. Actioned.** The curtains have been fitted.

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62.6 **54.3 Saxon Floor Issue** – The floor has now been sorted and the swelling has completely gone. 2 new thresh holds have been made and an air vent has been inserted in the area that the swelling occurred.

P23/63 **RECENT PLANNING APPLICATIONS - comments sent to HDC during August**

63.1 **DC/23/1802 – Dingemans Court, Shooting Field –** Fell 1 x Birch
Cllrs have commented **No Objection, Cllrs would like to see a tree planted in the area to replace the loss of this tree**

P23/64 **PLANNING APPLICATIONS**
Cllr Young brought forward Item 8 on the agenda.
*Cllr Ballance declared a personnel interest in this item as he lives adjacent to the property***.**

64.1 **DC/23/1870 – 32 High Street –** Variation of condition 2 and 4 of previously approved application DC/05/0899 Variation sought to allow for change to opening hours and public use of the walled garden vis access through coffee shop.
Cllr Young **proposed, seconded by** Cllr Lloyd **No Objection** 5 for and 1 abstention**.**
A member of the public left the meeting after this item.

64.2 **DC/23/1796 -6 Church Mead –** Erection of first floor extension over existing garage
Cllr Young **proposed, seconded** by Cllr M Alexander **No Objection. Agreed**.

64.3 **DC/23/1804 – Silver Copse, Castle Field** – Erection of a rear ground floor extension and front Porch.
Cllr Young **proposed, seconded** by Cllr Hanson **No Objection. Agreed**.
The remaining member of public left after this item.

64.4 **DC/23/1837** – **Yew Tree Cottage, Horsham Road** – Surgery to 1 x Thuja (Works to Trees in a Conservation Area)
Cllr Young **proposed, seconded** by Cllr M Alexander **No Objection** subject to the advice of HDC's Arboricultural Officer . **Agreed.**

64.5 **DC/23/1776 – Bramber Brooks (off) The Street Bramber** – Excavation and creation of wetland ponds, bunds, a raised public access footpath, removal of existing timber bridges and replacement with bridged footpath sections and railings. Installation of coir matting on the banks of the footpath to prevent erosion and destabilisation of the banks along with re-seeding.
Cllr Young **proposed, seconded** by Cllr Johnson **No Objection. Agreed**

64.6 **DC/23/1881** – **Gatewick Church Lane** – Surgery to 1x Silver Birch, 1 x Portuguese Laurel and 1 x Field maple
Cllr M Alexander **proposed, seconded** by Cllr Hanson that as there is insufficient information on the website for this application, Cllrs feel unable to make a decision and refer the application for the advice of HDC's Arboricultural Officer. **Agreed.**

P23/65 **LATE PLANS**

65.1 This item was taken at 65.1 of the meeting.

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P23/66 **ENFORCEMENT NOTIFICATIONS**

66.1 **EN/23/0447 27/09/2023** The Green House Wappingthorne Farm Lane - Alleged: construction of brick extension without permission - Sam Nye

66.2 **EN/23/0448 27/09/2023 37** High Street Alleged: failure to discharge condition 4(ii) of DC/21/2524 prior to commencing works - Sam Nye

66.3 **EN/23/0471 13/10/2023 61 Kings Stone Avenue** Alleged: renting of annexe as separate unit of accommodation in breach of condition 5 of DC/22/1793

Cllr Ballance queried how HDC are getting on with these enforcements. The Deputy Clerk was asked to check the processes on the website and contact HDC if required and report back to the next meeting.

P23/67 **PLANNING DECISIONS FROM HDC and SDNP**

Permitted

67.1 **DC/23/1356 -19 Roman Road -** Non Material Amendment to previously approved application DC/21/2666 (Erection of a first floor side extension and conversion of loft to form habitable living space incorporating creation of a rear dormer and installation of 3no front rooflights

67.2 **DC/23/1492 - 53 Penfold Way-** Surgery to group of sycamores (works to tree in conservation area)

67.3 **DC/23/1493 - 52 High Street** - Fell x1 Elder tree (works to tree in conservation area

67.4 **DC/23/1503 - 19 Roman Road** - Clad dormer in black composite cladding

67.5 **WSCC/030/23 – Steyning Fire Station** – Installation of Solar Panels to southern roof pitch, air source heat pump and replacement of existing windows and doors

P23/68 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

68.1 **Bookings** – The bookings for October have continued to be consistent. The expected income is £5916.21

68.2 **Film nights** – The October Film was 'Whats Love got to do with it' there were 47 tickets sold after fees and refreshments were paid there was a loss of £113.50. The next film is 'Alleiujah'

68.3 **PPL-PRS** – **To receive information concerning to new billing process for the Music and entertainment royalties**. The Music and entertainment licence has now increased back to the pre covid costs again. We have had 2 years invoices to pay this year as the company has changed hands and merged and therefore last year's payment was not requested, they are now playing catch up.

P23/69 **FINANCE –**

69.1 **Income and Expenditure for September 2023 -** To agree the reports as a true record of the finances for September 2023.

Cllr Young **proposed, seconded** by Cllr M Alexander to accept the financial reports for September as a true record. **Agreed**

69.2 **Sound System upgrade instead of projector -** To discuss and agree moving forward with the sound system upgrade for Coombe Court in connection with the film society requirements for upgrading.

The IT contractor send the information that was requested at the previous meeting:

- Speakers are Electro-Voice EVID S8.2t (100V line) – White – 90W each
- Amplifier is a JBL 2x300w model suitable for the above line speakers
- Existing speaker cabling is sufficient and in good condition and will be reused
- Digital mixer is a Zoom Livetrack L-20R - I've never used this before but it's about 1/5 of the price of a professional installation specific mixer and it should do what we need and

handle all the inputs and processing required. Configuration is through an iPad but I can't see us needing to change it much as I will create a suitable preset for 99% of situations

- Bluetooth and aux input panel is the same model as in the Saxon room – this will be halfway down the room (roughly where the projector cables currently drop down)
- Subwoofer is an EV ELX200-12SP
- The installation price allows for myself plus one assistant for two days installing, plus a couple of follow up visits from me as I'm sure things will need tweaking in the first few weeks. It's possible the installation will be quicker than two days in which case I would be able to reduce the price afterwards, but I can't guarantee this as we need to adapt the existing installed system to fit the new equipment/configuration – and that is a bit of an unknown.

The film society requested to have a new speaker system which would require cabling running along the side of the wall from the balcony to the side of the stage which is where the council would also need cabling to run for the upgrade of the current system. The IT contractor has suggested that the cabling for the sound system upgrade could be done as a phase 1 of councils planned sound system upgrade at the same time and combine costs for that part of the work. He believes that do both cabling and installing speakers at the same time could save between 10% and 15% in labour costs. Phase 2 of the project could then be carried out after April next year.
Cllr Young **proposed, seconded** by Cllr M Alexander to go ahead with phase 1 of the sound system upgrade at the same time as installing the Film Society cabling with an aim to complete phase 2 once the precept is received in April 2024. **Agreed.**

P23/70 **BUDGET 2024-25 – to discuss projects for consideration for 2024-25 budget**

70.1 The proposed budget includes an increase on the gas, electricity and water rates budgets to keep up with the expected inflated bills. The Maintenance and Renewals budget has been increased to include the automatic front door mechanism replacement at £4221.00 and the re-polishing of Coombe Court and Saxon floors. Cllrs were offered 3 prices for the hall floors maintenance, £3,685.00 for re-polish and 1 coat of heavy traffic seal, £4,54.00 for re-polish and 2 coats of heavy traffic seal or £10,795.00 to sand out deep scratches and 2 coats of heavy traffic seal.
Cllr Young **proposed, seconded** by Cllr Hanson to agreed the quote for £4,540 for a re-polish and 2 coats of seal for 2024 and to consider having a fine sanding done in 2026 to remove the deeper scratches**. Agreed** 5 for and 1 against.
Deputy Clerk to obtain quotes in good time for the budget requirements for 2026.
Cllrs to read the Potential Energy Saving Options report from the Greening Steyning Group and bring suggestions back to the next meeting. Cllrs suggested that Committee Room 3 and the High Street toilets are inspected before the next meeting and report to the next meeting if maintenance or repairs are required. Cllrs Hanson and Lloyd volunteered to inspect the High Street Toilets.
Clerk and Greening Steyning member to be invited to the next meeting.

P23/71 **CORRESPONDENCE/INFORMATION**.

71.1 Report from Cllr Ballance on Planning training at HDC – Slides from the meeting have been sent to members. Cllr Ballance report that the meeting covered an interesting precis on planning and discussions on water neutrality. He feels there is a need for concern for the future with proposals for National Planning.

71.2 The response from HDC to Cllr Ballance question concerning the Enforcement notice on Springwells Boundary Wall replacement was sent out to committee members.

71.3 Information from Victoria Finnigan concerning DC/23/1582 61 Kings Stone Avenue, which was Objected to by the SPC Planning and Premises meeting in September, she has said that if the planning officers are minded to approve the application she will request that it is taken into committee.

P23/72 **DATE OF NEXT MEETING** - **Monday 27th November 2023 at 7.30pm**

The Chairman closed the meeting at 9.02pm

Signed ………………………………………………………………. Chairman

Link to the meeting https://youtu.be/KYwQ27Hxc4g

Parish Clerk: John Fullbrook Email: clerk@steyningpc.gov.uk
Deputy Clerk: Hazel Roxby Email: hazel.roxby@steyningpc.gov.uk

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MEETING OF THE PERSONNEL COMMITTEE

HELD ON 22nd AUGUST 2023 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs, Young. Norcross, Bell, Linfield, Lloyd and M Alexander

Clerk: John Fullbrook
Deputy Clerk Hazel Roxby

Members of the public None
Meeting Commenced 7.00pm

MINUTES (Non - Confidential)

Pe/23/01 APOLOGIES FOR ABSENCE

01.1 There were apologies from Cllr Johnson

Pe/23/02 DECLARATIONS OF INTEREST.

02.1 There were no declarations of interest from Cllrs.

Pe/23/03 QUESTIONS FROM THE FLOOR

03.1 None for this meeting

Pe/23/04 MINUTES OF PREVIOUS MEETING

04.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 22nd February 2023 be accepted as a true and fair record. **Agreed**

Pe/23/05 INFORMATION AND CORRESPONDANCE ITEMS

05.1 None

Pe/23/06 CONFIDENTIAL SESSION

06.1 *Cllr Young **proposed, seconded** by Cllr Bell to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 7, 8, 9, 10 and 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed***

Pe/23/07 COMPLAINT DATED 17TH JULY FROM A COUNCILLOR – To discuss the complaint and agree a response and action if necessary. A complaint was received concerning the obstruction by the Clerk in withholding information believed to be entitled to under common law duty.
There was discussion about the "right to know" which limits the giving of information to that necessary to perform a specific task and is not a blanket term for acquiring general information which may be deemed as "fishing". In the light of this, The Personnel committee finds that the complaint sent on 17.07.2023 against the Clerk has no merit and it is not upheld. **Proposed** by Cllr Young, **seconded** by Cllr Lloyd. **Agreed**

Pe/23/08 COMPLAINT DATED 19TH JULY FROM A COUNCILLOR - To discuss the complaint and agree a response and action if necessary. A complaint was received by the Chair of Council from a Councillor with concerns over another Councillor continually bullying the Clerk. The discussion centred around the Hoey Ainscough review and the continuation of similar behaviour for many years with no sign of change. This complaint was considered together with agenda item 9.0 as it concerned the same issues.
Cllr Norcross to inform the complainant(s) of the decision**.**

Pe/23/09 NON-COMPLIANT EMAILS – To discuss emails of a possibly non-compliant nature in terms of SPC Policies and agree a recommendation to take forward to Full Council meeting.
In addition to the discussion of the agenda item 8 above the following motion was Agreed
The Personnel committee will submit a Code of Conduct complaint to HDC about one Councillor due to his ongoing behaviour and communication with the office, other Councillors and outside bodies.
Proposed by Cllr Young, **seconded** by Cllr M Alexander. **Agreed**
In addition, it is proposed that the Chair and Vice Chair of Council will write a section to be included in the Officer/Councillor Protocol which, by the way of an amendment, gives further guidance on what the Council needs to consider when forced to deal with vexatious, burdensome and disrespectful communications – and this to be taken to the Working Practices group.
Proposed by Cllr Young, **seconded** by Cllr M Alexander **Agreed**

Pe/23/10 CARETAKERS CONTRACTS - To agree the caretakers' contracts and recommend to full council.
The Cllrs discussed the draft contracts which are based on the NALC Model for Clerks/Deputy Clerks and other council's caretaker contracts.
Cllr Young **proposed, seconded** by Cllr Norcross to recommend to full council to full council that the contract document becomes the new format and script for the Caretakers Contracts. **Agreed**

Pe/23/11 CLERKS SALARY INCREMENT INCREASES FOLLOWING APPRAISAL AND CILCA COMPLETION – to discuss and agree the Clerk's increment increases and recommend to Full Council .
The Personnel committee recommends to full Council that having achieved the Certificate in Local Council Administration, the Clerk is awarded an additional increment in accordance with 9.3 of his contract of employment. **Proposed** by Cllr Young, **seconded** by Cllr Linfield **Agreed**

Pe/23/12 Date of next Full Council Meeting: Monday 18TH September 2023.

The meeting closed at 8.05pm

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MEETING OF THE PERSONNEL COMMITTEE

HELD ON 31ST OCTOBER 2023 AT 6.30PM AT THE STEYNING CENTRE

Present: Cllrs Young, Norcross, Linfield, Johnson and M Alexander
Cllr Lloyd arrived at 6.38pm
Clerk: John Fullbrook
Deputy Clerk Hazel Roxby

Members of the public None

Meeting Commenced 6.36pm

DRAFT MINUTES (Non - Confidential)

Pe/23/13 APOLOGIES FOR ABSENCE
13.1 There were no apologies from Cllrs

Pe/23/14 DECLARATIONS OF INTEREST.
14.1 There were no declarations of interest from Cllrs.

Pe/23/15 QUESTIONS FROM THE FLOOR
15.1 None for this meeting

Pe/23/16 MINUTES OF PREVIOUS MEETING
16.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 22nd August 2023 be accepted as a true and fair record. **Agreed** 4 for and 1 abstention

Pe/23/17 INFORMATION AND CORRESPONDANCE ITEMS
17.1 None

Pe/23/18 CONFIDENTIAL SESSION
18.1 *Cllr Young **proposed, seconded** by Cllr Linfield to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed***

Pe/23/19 STAFFING MATTERS.
19.1 To consider and agree an Officer/Councillor 'Respect Resolution' protocol observance.
Cllrs discussed the protocol and possible resolutions.
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee recommend to Full Council that should a particular Cllr restart behaviour that breaches the Respect Resolution then due process will be invoked. The Personnel Committee will invite the Cllr to attend a meeting. **Agreed**.

19.2 Report on the implementation and commencement of the new Caretaker Part time Staff Contracts.
The Caretakers have all accepted and signed the new contracts. The Clerk and Deputy Clerk were thanked for their work on these contracts.

19.3 To consider recommending new Job Description and Person Specification details for the proposed part-time JPYC Lead Youth Worker, and 2 x part-time Youth support Workers
Cllrs discussed the draft contracts. HDC Officers Liz Burt and Dan Fairchild had sent the Clerk some suggested amendments for both proposed contracts which Cllrs were happy to accept.
Cllr Young **proposed, seconded** by Cllr Johnson that, with the amendments in place, to send the draft contracts to the JPYC committee for their comments and approval. **Agreed**.
Cllr Young **proposed, seconded** by Cllr Johnson to send the draft contracts to Bramber and Upper Beeding Parish Councils and ask that they send comments to JPYC committee. **Agreed**.

19.4 To discuss and agree to recommend to Full Council a draft 12-month review to the SPC 'Implementation Plan'
Cllrs discussed the draft implementation plan and suggested some amendments to wording.
Cllr Young **proposed, seconded** by Cllr Johnson to recommend the amended version of the Implementation Plan review to Full Council on 20th November. **Agreed**

19.5 To consider the Clerk's Appraisal review and discuss and agree the incremental rise 2023-24.
Cllr Young **proposed, seconded** by Cllr Linfield that the clerk's salary increments are awarded annually subject to satisfactory appraisals and that this increment due for April 2023/2024 be agreed and back dated to April 2023. **Agreed**

Pe/23/20 Date of next Full Council Meeting: Monday 20th November 2023.

The meeting closed at 7.50pm

Item 15.1

Officer/Councillor 'Respect Resolution' protocol procedure

Briefing Notes

Historical Perspective

Recommendation 2 from the Hoey Ainscough Implementation Plan is as follows;

As a priority the Council should sign up to the NALC/SLCC Civility and Respect Pledge.

In doing so the Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with officers, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate. Behaviour needs to be re-set to improve relationships to allow Council business to be transacted.

SPC has resolved that in order to move towards a resolution to an ongoing internal communication issue, it will ensure it has the appropriate policies in place, and then that it will follow the procedural guidance from these policies in an attempt to achieve resolution by opening up direct discussions with individuals so that there is hopefully some agreement as to the language which is to be used in communications and meetings and to agree a determination on what language is understood by the majority to be inappropriate. In this way it is hoped that behaviour could be positively modified for the benefit of SPC as a whole.

Policy observance leading to conflict resolution

Following the policy guidance which is highlighted in yellow in the extract from the Officer/Councillor protocol (page 10), which is shown on the following page, the Personnel Committee were asked to consider the procedure in the light of continued behaviour, and to determine a recommendation to Full Council – This it did, and the decision is noted below.

Cllr Young proposed, seconded by Cllr Norcross that the Personnel Committee recommend to Full Council that should a particular Cllr restart behaviour that breaches the Respect Resolution then due process will be invoked. The Personnel Committee will then invite the Cllr to attend a meeting. Agreed.

*** Full Council needs to receive the recommendation and agree, or otherwise amend, this decision please.**

IF THINGS GO WRONG

Procedure for officers:

In normal circumstances - From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure. The principal council's monitoring officer may be able to offer a mediation/conciliation role, or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters. The law requires all employers to have disciplinary and grievance procedures.
Adopting a grievance procedure enables individual employees to raise concerns, problems, or complaints about their employment in an open and fair way. Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

In exceptional circumstances - If a councillor behaves in the following way:
1. Continually breaks SPC policy guidelines with impunity and without remorse
2. Brings SPC into disrepute by undermining its processes, procedures, or officers' integrity
3. Sends communications to officers which are overly burdensome or unreasonably vexatious
4. Frequently uses language in communications which is harassing, bullying, gas-lighting, intimidating, threatening or disrespectful either directly or indirectly to an SPC officer/s.
5. Is often within public meetings attempting to undermine the position of the clerk's office.

Then, in the first instance, the clerk needs to point out the nature of the problem, as he perceives it, to the councillor. If the councillor is not willing to modify his or her behaviour after several attempts by the Clerk and or other councillors, then the matter should be taken to the SPC Personnel Committee for resolution.
If the Councillor does not abide by this committee's suggested resolution, then the Personnel Committee should meet once again and in this exceptional circumstance should resolve to allow the Clerk not to communicate nor open any communication with that councillor for a period of 4 months by way of undertaking its duty of care to that officer. This resolution should not be taken lightly, neither should it however be seen as a sanction, as indeed it is not possible for a council to impose sanctions upon a councillor no matter how extreme the behaviour might be. Rather, a clerk is allowed to not reply anyway, and so this merely formalises the situation. {This imposition should be termed 'respect resolution'}.
During this 4-month period the councillor is able to receive meetings summons, and associated paperwork and is able to undertake his or her parish councillor duties normally. Should this councillor require urgent business undertaken, then the Chair and or Deputy Clerk is charged with replying and ensuring the matter is dealt with appropriately if necessary to do so.
After 4 months have elapsed, the councillor should be invited to meet directly with the Personnel Committee in order that modified behaviour can be agreed upon, and a more collaborative working relationship put in place, then a line should be drawn, and normal practice resumed.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance.
If the matter cannot be resolved informally, it should be taken to the SPC Personnel Committee for an impartial judgement and thereby resolution and it may be necessary to invoke the council's disciplinary procedure if that decision is in favour of the councillor's complaint.
Either way, the Personnel Committee should agree upon a response to the Councillor and inform them of that decision – which should end the matter.