

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th JANUARY 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chair), Young (Vice Chairman), S. Alexander, Sharp, Ballance, Foxwell Bell, Trundle, Lloyd, and Linfield.

Clerks in attendance : John Fullbrook

Members of the Public : 7 {inc. District Cllrs V. Finnegan & N. Marks}

Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/23/73 APOLOGIES FOR ABSENCE

73.1 Apologies were received from Cllrs M Alexander, I Alexander, Campbell, Johnson and Hanson. West Sussex County Cllr P Linehan also sent apologies.

FULL/23/74 DECLARATIONS OF INTEREST

74.1 None

FULL/23/75 QUESTIONS FROM THE FLOOR { in summary}

75.1.1 Q - Trevor Cree - I should like to ask six questions before receiving answers because of the two-minute time limitation. Question 1: What is the justification for the increase in staff salaries of £26,000 in 24/25 when many Steyping residents are currently facing financial hardship?

75.1.2 A – The Clerk explained the increase was a product of an agreed staff salary assessment, NALC agreed salary increases, additional pension coverage/ contributions, and escalating national minimum wage requirements.

75.1.3 Q2: Who is the employer of the proposed JPYC Project staff and what legal status has it?

75.1.4 A – The Clerk explained that the employees would be employed by the Council in charge, the same as any other council employee and as to which council - this is still to be determined by the JPYC.

75.1.5 Q3: It is budgeted that the SPC will contribute £31,100 for the Youth Service in 24/25 for 'staffing costs'. Why are these costs not included under Budget Line 4000?

75.1.6 A – The Clerk explained that currently staffing costs will fall under the Youth Service expenditure line, with details still to be determined by the JPYC.

75.1.7 Q4: Where is the proposed Steyping Youth Service to meet and what are the agreed room hire costs?

75.1.8 A – The Clerk said the Youth Service will meet at the Cuthman Centre and Upper Beeding Sports Hall and will be using the Steyping Centre as needs be and that two other venues are also being discussed. The final programmed session locations will be determined by the JPYC together with the yet to be appointed Youth Worker in Charge.

75.1.9 Q5: It is proposed that the JPYC Project will donate £5,000 to the Steyping Downland Scheme. Were all SPC councillors consulted on this proposal and if not, why not?

75.1.10 A – The Clerk explained the JPYC have delegated responsibility to look after the Youth Service, and further to their recommendation, should the council agree to the Memorandum of Understanding on tonight's agenda, then in effect Council would be agreeing to that annual donation.

75.1.11 Q6: {Statement} Steyping Grammar School (SGS) has appointed a specialist worker for vulnerable pupils. The taught SGS curriculum is supplemented by over 60 SGS clubs. The Parish Councils have no statutory duty to provide a youth

club service and yet Steyning is proposing to spend £93,000 over the next three years and has demonstrated poor attendance figures whilst projecting a Year 3 attendance of only 44 per week out of a SGS complement of 2,287. I would therefore request that a decision be postponed until councillors are provided with a sustainable proposal.

75.2.1 Statement- Anon – *It might be useful in future if residents wanting answers to questions, submit them in writing in advance so that the Clerk can have answers ready.*

FULL/23/76 **MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 20th of Nov. '23 be accepted as a true and fair record.
76.1 **Agreed, 9 For, 1 Abstained .**

FULL/23/77 **MATTERS ARISING – These items were taken as read**

77.1 Clerk to check reason for absence enquiry, and communicate it to Cllr – **Actioned**

77.2 District Cllr Finnegan to raise issues concerning Fletchers Croft Stream maintenance and any proposed planning consultation restructuring with appropriate HDC Officers – **See item 78.1.6**

77.3 Fletchers Croft Recycling Bin concerns to be part of Steyning Car Park discussions with HDC – **Actioned**

77.4 Enquiry regarding 'Events' tally on Wardens reports – **See item 79.1**

77.5 Call for Projects requests taken to Community Committee for response compilation – **Actioned**

77.6 Twelve Month Implementation Plan Review and covering note sent to HDC – **Actioned /See item 80.1**

77.7 SPC's condolences sent to Cllr Chilvers' family in appreciation of his service to our – **Actioned**

77.8 Youth Service docs./ recommendations to be brought to Council for agreement – **Actioned/ Item 80.2**

77.9 Cllr Linehan to report on 4 outstanding items previously raised – **Item ongoing in Cllr Linehan's absence**

CLERK

77.10 Clerk to convene Climate Action Group – **See item 80.3**

77.11 Personnel Committee to discuss and progress staffing matters as per SPC Agreement – **Actioned**

77.12 Due process regarding 'Respect Resolution' to be actioned if necessary – **To be Actioned if required**

FULL/23/78 **REPORT FROM DISTRICT COUNCILLORS (In Summary)**

78.1.1 **Cllr Victoria Finnegan – (HDC) update – Item 1. – Condolences** – Unfortunately, Cllr Malcom Eastwood, the HALC Chairman, passed away in December.

78.1.2 **2. Local Plan approval** - This was agreed to go to Reg19 consultation on the 11th December. From the 19th Jan to the 1st March, HDC will receive representations. Proposed Glebe Farm development for 265 homes, is part of this plan. There are amendments (improvements) to now reflect upon Climate emergency and biological diversity maintenance {Net gain of 12% as opposed to govt. standard 10%}. Streets designed around people, rather than cars.

78.1.3 **3. Water Neutrality** – HDC have revised their approach, and will grant nonmaterial amendment applications and preoccupation conditions without the need to demonstrate water neutrality.

78.1.4 **4. A Rivers Charter** – HDC pulling together organisations that work on rivers within our district

78.1.5 **5. Car Park Recycling** – HDC are removing some recycling bins, as HDC now do textile and small electrical items collections – details on HDC Web Site and to be passed to SPC Clerk

78.1.6 **6. Fletchers Croft update** – The Stream has now been 'Flailed' and this has been added to the maintenance programme for the future.

78.1.7 **7. High Street Car Park wall vegetation** – This has been dealt with now.

78.1.8 **8. Solar Farm connections** – The issues with connecting the proposed development to the national grid are to be discussed.

Cllr Finnegan

78.1.9	9. Fletchers Croft security – HDC Parks and Countryside development officers have now met the SPC Clerk to discuss proposals to secure Fletchers Croft against access from travellers, after initial proposals needed to be modified to incorporate solutions which were more aesthetically pleasing as well as technically and feasibly able to incorporate any future events. Details will be reported by the Clerk to Festival Trustees, and the SPC Community Committee	CLERK
78.1.10	10. Public Spaces Protection Orders – Following incident at Mouse Lane, Victoria will continue to lobby for extending PSPO's to deal with dog fouling and commercial dog walking issues, and will report back on further news.	CLERK
78.1.11	11. HDC new App for Bin collection notifications – More information to follow on further Applications for this service.	Cllr Finnegan
78.1.12	12. Damp & Mould in Steyning properties – Residents have reported issue to Victoria, and if anything similar is reported then point residents to the public health department at HDC, as an officer has been given this task.	
78.1.13	13. Car Parks – Following the SPC Outline Car Parking Plan submission, Victoria is moving forward in liaison with HDC officers with reinstating a Long-term parking arrangement at Fletchers Croft. A greater influence in regard to electronic sign input is also due being discussed. More news on these items at the next SPC Community Meeting.	CLERK
78.1.14	14. Questions raised – Could we ensure the planning department spend time considering build quality as well as things like biodiversity?	
78.2.1	Cllr Nicholas Marks – (HDC) update – Item 1. – High St Road markings – Good result. A resident had reported that the lines were impossible to see at the High St Car Park entrance, as they had become fainter over time. After Nick passed on the query and the lines have now been repainted. The curved seating by the SPC notice board was also discussed and its maintenance is being checked by HDC operatives.	CLERK
78.2.2	2. Farmers Market attendance. There has been really good feedback from residents for this community engagement initiative and Nick welcomes the fact that SPC Councillors will be joining the District Councillors shortly for these 'constituency surgery' sessions.	
FULL/23/79	NEIGHBOURHOOD WARDENS REPORT	
79.1	The Neighbourhood Wardens reports for November & December 2023 were received with no questions raised. One observation was that the CCTV cameras had again been instrumental in helping alleviate a potential antisocial behaviour situation at the Steyning Centre.	
FULL/23/80	GOVERNANCE AND COMMUNITY MATTERS	
80.1	Hoey – Ainscough Implementation Plan Review update - The clerk reported that on the 21 st November SPC sent HDC monitoring office the agreed plan review and covering letter in advance of their Standards Committee on the 29 th November. It wasn't discussed unfortunately, and it will not be discussed now until their next meeting in March. In the meantime, there has been an influx of Code of Conducts from other Parishes that have overrun their service. They are trying to outsource some assistance, but it's not been successful so far, and this has delayed their concluding SPC's outstanding issues. The Clerk has asked for a meeting with them next week and requested that any comments from councillors should be passed to him in advance of that meeting.	CLERK
80.2	To receive Youth Service recommendations from the Joint Parishes Youth Committee. Cllrs were asked to approve recommendations from the Joint Parishes Youth Committee in respect of a number of documents as presented in Supporting papers. These being the Memorandum of Understanding which details the agreement between the three Parishes in terms of the administrative contract for the proposed youth service for the year 24/25; and the two Job Descriptions & Person Specifications for the new positions associated with the	

delivery of this service. There were also supportive evidence reports including the schemes **Outline Business Plan**; the draft youth service **Finance Plan**; and the sample **Youth Service Session Programme**; plus, previous **Youth Service Reports**. Discussion concentrated on potential attendance figures, and the £5,000 donation to the Steyning Downland Scheme, which was incorporated within the 'MOU', and with agreement, would thereby enable the JPYC service to work collaboratively and in a mutually beneficial way with the Wiston Estates new Youth Service.

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| 80.2.1 | Cllr Norcross proposed, seconded by Cllr S Alexander, that SPC approve the Youth Service 'Memorandum of understanding' as per {Supporting Paper} document 8.2.1. Agreed 7 For, 3 Abstained. | CLERK |
| 80.2.2 | Cllr Norcross proposed, seconded by Cllr Linfield, that SPC approves the 'Youth Worker in Charge' Job Description and Person Specification {as per supporting papers}. Agreed | CLERK |
| 80.2.3 | Cllr Norcross proposed, seconded by Cllr Linfield, that SPC approves the 'Part-time Youth Support Worker' Job Description and Person Specification {as per supporting papers}. Agreed | CLERK |
| 80.2.4 | Cllr Norcross proposed, seconded by Cllr Ballance, that SPC sets up a joint parishes {Youth Service} bank account as recommended by the JPYC. Agreed | D CLERK |
| 80.3 | To agree the convening of a proposed combined parishes Climate Action Group. Cllr Johnson had written a briefing note as advocate for the combining of a joint parishes initiative to extend the scope of the existing SPC Climate Action Group, to thereby incorporate the work undertaken by three adjacent parishes, which were involved with a number of joint or similar schemes or projects, as was the 'Greening Steyning Group'. | Cllr Johnson |
| 80.3.1 | Cllr Norcross proposed, seconded by Cllr Bell that Cllr Vicci Johnson convene an initial meeting of councillors from the four parishes {Steyning, Upper Beeding, Bramber & Ashurst} to review progress and develop a climate action plan, and that the representatives of the current SPC Climate Action Group would continue in their role, but under a revised title, and that the first item for the group to agree is to recommend back to Full Council, and indeed also the other Councils, the new groups 'Terms of Reference'. Agreed 9 For, 1 Abstained | |
| 80.3.2 | NB for Ref. - Cllrs S Alexander, Bell, Johnson, Lindfield and Trundle were elected as members of SPCs Climate Action Group at Full Council in May 2023. | |
| 80.4 | To discuss the theme of this year's SPC March Annual Parish Meeting. There were suggestions made via supporting papers including the local MP being asked to make a presentation. In terms of the main speaker, Andrew Griffiths MP was agreed as first choice by show of hands and that the Clerk should attempt to pursue his attendance. Then, if he is not available, the Clerk to look at other options including the Steyning Grammer Head Teacher, a Knepp Estate representative, or Sussex Wildlife Trust or CPRE representative, and bring back news to next Full council in February, | CLERK |
| 8.4.1 | Cllr Norcross proposed, seconded by Cllr Young that as part of the annual parish meeting, SPC invite all the local groups to 'showcase' {represent themselves} at the Annual Parish Meeting. Agreed | CLERK |
| 80.5 | To discuss the recommendations from the Working Practices Group concerning the proposed Community Engagement Group. Cllr Norcross proposed, seconded by Cllr Sharp that SPC accept the Steyning Parish Council Community Engagement Group 'Terms of Reference' as presented within supporting papers. Agreed | CLERK |
| 80.6 | To agree the representative SPC Cllr membership on the Community Engagement Group. Cllr Norcross proposed, seconded by Cllr S Alexander that the seven members of the Community Engagement Committee are Cllrs Andrew Sharp, Chris Young, Liz Trundle, Simon Alexander, Robin Ballance, Karon Foxwell and Sarah Linfield. Agreed | CLERK |

80.7	Following the soon to be published Horsham District Local Plan Regulation 19 document, to agree in which way SPC wants to compile a response to the consultation request. Cllr Norcross proposed, seconded by Cllr S Alexander, that Planning and Premises Committee is delegated to formulate a response to this request {for a Local Plan reg. 19 response} in the first instance, and that they can decide upon how they want the process to proceed. Agreed	CLERK
FULL/23/81	FINANCE MATTERS	
81.1	To approve the recommendation from the Finance and General Purposes Committee and agree the Steyning Parish Council 2024/2025 Budget and associated Precept request to HDC for 2024/2025 (£404,325.00), plus the Band D tax figure (£157.42 - Parish Council part only) for the Steyning Parish. It was pointed out that the process to determine the final recommendation from F&GP as per supporting papers had been an undertaking involving three months of debate by all three SPC standing committees with delegated budgetary responsibilities. Cllr Norcross proposed, seconded by Cllr S Alexander, that SPC approve the recommendation from the F&GP Committee, and agree the Steyning Parish Council Budget and associated Precept request for 2024/25. Agreed	CLERK
FULL/23/82	REPORTS FROM OUTSIDE BODIES	
82.1	Cllrs Young and M. Alexander – Isolation & Loneliness / PPG, Cllr Young reported that the Vintage Years Group were presently enjoying maximum attendance numbers, and that the PPG meetings were to be more formally timetabled to be convened each quarter and would also allow, for the first time, direct contact with the Practice Manager. Also, to notify that there will be a mobile unit offering Covid Jabs at the Health Centre Car Park on the 18th January. The Chair pointed out the briefing note which had been sent by Vintage Years which details a years' worth of excellent events put on by the group for Steyning residents. The Clerk further reported that this paper was in support of their request for the annual grant which had previously been agreed by SPC, and that he would be processing this request.	CLERK
82.2	Cllr S. Alexander – Wardens Steering Committee. There had been a meeting on the 12th December, and it was reported that the Wardens were to pay particular attention to the Bus Shelter to help avoid any ASB incidents over the dark winter nights. The Clerk had suggested that the Wardens help coordinate the setting up of the Community Disc reporting Scheme for the commercial operators within all three Parishes, rather than just the Steyning High Street Traders, and this was also accepted.	WARDENS
FULL/23/83	PROGRESS REPORT	
	To receive the following ongoing items	
83.1	<i>Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing</i>	Cllr Norcross
83.2	<i>Clerk to discuss any new S106 funding opportunities with HDC - Ongoing</i>	CLERK
83.3	<i>SPC to work with Steyning Business Chamber to set up Disc reporting system for High Street retailers - Ongoing</i>	CLERK
83.4	<i>SPC Bank signatories Ex Councillors to be removed from listings - Ongoing</i>	CLERK
83.5	<i>Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues - Ongoing</i>	CLERK
83.6	<i>Clerk to report to SPC when the external auditor is to sign off on end of year reports - Ongoing</i>	CLERK
FULL/23/84	CORRESPONDENCE AND INFORMATION ITEMS	
84.1	None	

FULL/23/85 DATE OF NEXT FULL COUNCIL MEETING: 19th February 2024 at 7.30pm

Meeting closed at 9.23 pm

Signed Date 19th February 2024
Chairman

**A recording of this meeting is not available at present – This link will be added before the
draft minutes are agreed {All being well}**

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

JANUARY 2024

Hi vis Patrol hours TOTAL:	75	ASB incidents TOTAL:	4
Foot - Steyning/Bramber/Upper Beeding	17/5/12	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	19/6/14	Neighbours	0
Notices/warnings TOTAL:	6	Driving/vehicles	3
Verbal warning	0	Bicycles	1
Parking alert	6	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	3
Reports into Police TOTAL:	6	Fly tipping / flyposting	3
Phone (including 101 and 999)	0	Graffiti	0
Online	1	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	5	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	0
Media Reports TOTAL:	7		
Press release/Community magazines	2		
Social media posts	5	Community events attended	3
Admin, Training, Meetings & Events	58	School contact	2
Vulnerable people welfare checks	4	Youth engagement	5
Signposting	7	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning and Bramber

Nothing to report.

Upper Beeding

We were made aware of a cyclist riding aggressively towards staff at the Sports Hall. This information was passed onto the Police Community Support Officer (PCSO) who was able to identify the person responsible and strong words of advice were given.

Updates from December

There have been no further reports of vandalism of the railway signs, ball bearings being fired at houses, electric scooters, or groups causing problems at Fletchers Croft. No further action needed.

We and the PCSOs are continuing their patrols of Bramber Castle and the MPF for cannabis use, we have not received any further reports and have not come across anyone to identify.

Parking/vehicles

Steyning

We were informed by the Horsham District Council (HDC) Communications team that they had been contacted regarding a road safety issue. A Steyning resident has been parking on the grass verge close to a junction. Parking in this close is very restricted. We visited the person that made the initial report and gave advice as they had

requested bollards be installed to restrict parking on the verge. This would come down to West Sussex County Council to install this type of thing and we passed on the contact details.

We issued 4 parking alerts to vehicles that were parked on the Church Lane/Shooting Field junction and asked a driver to move their car that was also on the junction.

Bramber and Upper Beeding

Nothing to report.

Fly tipping/littering/graffiti

Steypning

We reported fly tipping on Titch Hill – electrical goods and over 20 bags of dirt and gravel. These were removed by HDC.

Bramber and Upper Beeding

Nothing to report.

Community engagement/events/meetings

Our board game café is up and running and we had a great turn out for our first meeting. It was great to see different generations playing board games together and people bringing their favourites along and learning new ones. Our next board game café is on the 13th of February between 3:15pm and 5:15pm at the Penfold Hall. It is free to come along and we offer free hot and cold drinks.



We have been able to advertise our board game café and our Drop-In sessions in the Your Steypning magazine and have been advertising the cafe to raise it's profile.

Steypning

The Steypning Festival is being held in May this year and we have been asked to get involved. We will be holding a community day on Thursday the 30th of May between 12-4pm. We attended a meeting to provide updates on the activities we have organised and to formalise plans.

Bramber

Nothing to report.

Upper Beeding

We held a drop-in session at Beeding and Bramber Village Hall at the repair café. Lots of residents spoke with us about our role, our initiatives and how to report to us. We were also made aware of fly-tipping issues and nuisance parking. Our next drop-in will be on the 10th of February between 2pm and 3:30pm. We signposted residents to Operation Crackdown and to our board games café.

Patrols (foot/visible and car)

Steypning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle and nearby footpath/train line signs
- Botolph's Church

Upper Beeding

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

Older, vulnerable people and youth

Steypning

We received a report of a person that was in poor condition sitting in a doorway off of the High Street in shorts. We advised the resident to call for an ambulance and we attended as soon as we were able to. We relieved the residents that had very kindly brought blankets, coats and a drink and stayed with the person. We called the ambulance to provide them with an update on their condition and the ambulance arrived soon after. A relative also arrived and were able to take the person into their care. We were able to catch up with the person the following day and they were feeling better and thanked us and the other residents for helping.

We stopped by the Wednesday coffee morning at eh Penfold Hall to speak with those attending and we handed out leaflets for our board games café.

We continue to run our Social club for the residents at Dingemans.

Bramber and Upper Beeding

Nothing to report.

Dog related issues

Steypning

A resident emailed us regarding an animal welfare issue. They had witnessed a person acting aggressively towards their dog. We strongly recommended they report what they had seen to the RSPCA. We asked for more details and will keep an eye out on our patrols in case we see something similar, and we will report to the RSPCA as well.

Bramber and Upper Beeding

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

We visited the high street shops with the local PCSO's and signed a further 5 shops to DISC. This is the new system for identifying and reporting shoplifting.

Youth Service - Recommendations from the Joint Parishes Youth Committee for Council approval

Briefing Note

Proposal One –

JPYC Youth Service ‘Starter Motion’ – To consider a Motion which will commit the three associate parishes to an initial three-year JPYC Service term.

Cllr S Alexander **proposed, seconded** by Cllr Bayford, that the JPYC recommends that each council agrees that the youth service starts in April 2024 with an initial 3-year commitment subject to staff availability. **Agreed.**

Proposal Two –

To agree to a timetable for the selection of the new JPYC Youth Service employees.

Cllr S Alexander **proposed, seconded** by Cllr Heaver, that as soon as there is agreement from all 3 councils – by the signing of the MOU and agreement on all other aspects this will trigger the commitment, and actions to start the employment selection process. **Agreed**

Proposal Three –

JPYC Staff Management, governance, administration and service responsibility –

Cllr S Alexander **proposed, seconded** by Cllr Heaver to recommend that for the first two years the Upper Beeding Clerk will be the day-to-day line manager for the youth service employees and for the duration of their service, the Employment and Governance of these employees will be administered by Steyning Parish Council, and that the JPYC will have delegated responsibility to manage and administer the business undertaken by the Youth Service. **Agreed**

Proposal Four –

JPYC Programme of Weekly Activities. - To discuss and agree draft ‘aspirational’ programmes of JPYC Youth Service Activities. Cllrs received the draft ‘aspirational’ programmes as a supporting paper.

Cllr S Alexander **proposed, seconded** by Cllr Heaver, to agree the draft ‘aspirational’ programmes {for recommendation to each council and noted after these proposals} but to bear in mind flexibility for the future and that the youths requests are taken into account once the service has started. **Agreed**

Proposal Five –

JPYC Finance Plan -

Cllr S Alexander **proposed, seconded** by Cllr Heaver, to accept the draft JPYC budget plan as per the supporting paper and for members to put this forward as a recommendation to their prospective Council at their next Full Council meeting. **Agreed.**

JPYC Youth Service Programme

Introduction

This document attempts to give councillors an understanding of the kind of programme the Joint Parishes Youth Committee envisages our local Youth Service will look like in terms of the likely programme of activities, the likely attendance figures and the likely Holiday programme which will be on offer for some weeks over the Easter, Summer and Christmas Holiday periods {Not every week but covering some of those weeks}.

First there is an actual programme from the previous provider.

Then there is a key showing the different types of activities likely to be offered by the new scheme

Lastly are some representative Activity programmes from End of Year One and End of Year Three, given the agreements that are already in place and the aspirations for our Youth Scheme as per designed by the members of the JPYC.

Previous Spring 23 programme

Term Time programme - Week 1

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm Juniors (4)	Upper Beeding - 3.30 - 5pm Juniors (14)				
Steyning - 7 to 9pm Seniors (4)	Upper Beeding - 6.30 - 8.30pm Seniors (10)		Steyning 5 to 7pm Young Leaders @ Cuthmans (10)		

Key to Activities

	1. Youth Club Sessions. - Offering evening sessions for targeted age groups (e.g. juniors Yrs 6 - 8/9 and seniors Yrs 9/10 - 13). Warm indoor safe space to meet to chat, play games, craft, informal discussions, listen to music, occasional special activities, emotional support & advice, input & discussion on challenging youth-centred topics, volunteering, young leaders training etc. Some snacks & soft drinks available to purchase at cost price. Agreed code of conduct. Probably 2 qualified youth workers and volunteer adults, two evenings a week in each of Steyning & Upper Beeding
	2. 'One-to-One or Youth Leader Sessions' - Offering a warm indoor safe space for young people with particular problems to share those issues with a trusted and qualified Youth Worker, and to offer consultation to identify local needs, new service requirements and interest in opportunities such as positive activities, volunteering/social action and training/employment programmes. Support for young people to have a voice in the community by helping them to influence and shape the service and decisions, which affect them locally. Probably one qualified youth worker . one evening a week.
	3. Steyning Downland Scheme Youth Service Activity Sessions. Probably one qualified youth worker and volunteer adults. Special days, Long term activities/ competitions and occasional daytime or evening activities and events that explore novel ways of engaging local young people in the Steyning Downland Scheme nature reserve and at a later date also the Bramber Brooks Nature Reserve. Includes environmental education, habitat management, wildlife recording and the creation of inspirational opportunities to provide benefits for the local fauna and flora.
	4. Holiday Activity Sessions. - Offering varying AM and PM sessions for targeted age groups (e.g. juniors Yrs 6 - 8/9 and seniors Yrs 9/10 - 13). There would be specific activities advertised and discounted tickets for regular youth club members. Occasional trips organised also. Some snacks & soft drinks available to purchase at cost price. Agreed code of conduct. Probably 2 qualified youth workers and volunteer adults. Based in every parish, sometimes in open space / parks with a wet weather option.
	5. School Session Assists - This will be our staff assisting either school staff with a particular type of activity or 'Life skill 'session or it could be in the primary school setting that our staff takes the lead in the provision of a sports based / fitness / or other activity lesson or it could be that we work with the existing Afterschool club service to offer a particular session. Whilst offering these services, we would be able to gain trust and familiarity with the children as well as promoting the other aspects and sessions on offer through the Youth Service
	6. 'Drop-ins' - Offering a warm indoor safe space for young people to socialise with peers and listen to music etc. Snacks & soft drinks available to purchase at cost price, some free of charge. Minimal rules. Probably one qualified youth worker and volunteer adults. one or two evenings a week, ideally Friday & Saturday.

Sample JPYC Youth Programme

Year 1

Term Time programme - Week 1

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm Juniors (10)	Upper Beeding - 3.30 - 5pm Juniors (15)			Steyning Primary Sch. Gym session (25)	
Steyning - 7 to 9pm Seniors (10)	Upper Beeding - 6.30 - 8.30pm Seniors (15)		Steyning 5 to 7pm Young Leaders @ Cuthmans (6)	Steyning Drop in Session 8 to 10pm (16)	

Term Time programme - Week 2

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm Juniors (10)	Upper Beeding - 3.30 - 5pm Juniors (15)	Steyning Grammer Sch - Session Assist (1 to 26)		Upper Beeding PS - Gym Session (25)	
Steyning - 7 to 9pm Seniors (10)	Upper Beeding - 6.30 - 8.30pm Seniors (15)	SDS - Youth Session @ Wiston (6)	Steyning 5 to 7pm Young Leaders @ Cuthmans (6)	Steyning Drop in Session 8 to 10pm (16)	

Holiday programme

Mon	Tue	Wed	Thur	Fri	Sat/Sun
AM - Arts and Crafts (16)	AM - Dance sessions (10)	AM - Gaming with friends (16)	AM - Dodgeball (16)	AM - Fun with Bike Repairs (12)	Bramber Brooks - Wildlife adventure (18)
SDS - Heritage Activity Day @ The Rifle Range (24)	PM - Life Skills (8)	PM - Trip to Roman Villa (12)	PM - Cookery Skills (8)	PM - Olympics (16)	

Year 3

Term Time programme - Week 1

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm Juniors (16)	Upper Beeding - 3.30 - 5pm Juniors (18)	Steyning Grammer Sch - Session Assist (1 to 26)	Steyning Grammer Sch - Session Assist (1 to 26)	Steyning Primary Sch. Gym session (25)	SDS - Youth Session @ Wiston (16)
Steyning - 7 to 9pm Seniors (20)	Upper Beeding - 6.30 - 8.30pm Seniors (24)	SDS - Youth Session @ Wiston (12)	Steyning 5 to 7pm Young Leaders @ Cuthmans (8)	Steyning Drop in Session 8 to 10pm (40)	

Term Time programme - Week 2

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm Juniors (16)	Upper Beeding - 3.30 - 5pm Juniors (18)	Steyning Grammer Sch - Session Assist (1 to 26)	Steyning Grammer Sch - Session Assist (1 to 26)	Upper Beeding PS - Gym Session (25)	Bramber Brooks - Wildlife adventure (24)
Steyning - 7 to 9pm Seniors (20)	Upper Beeding - 6.30 - 8.30pm Seniors (24)	SDS - Youth Session @ Wiston (12)	Steyning 5 to 7pm Young Leaders @ Cuthmans (8)	Steyning Drop in Session 8 to 10pm (40)	

Likely attendance figures in Brackets

Draft JPYC 2024/25 budget Summary

Revenue Budget			
	2023/24	2024/25	Annual Balance
	£	£	£
Previous Balance		0	
Reserves contingency - From Unspent 23/24 Budgets (Approx)	£27,600		
Total Reserves	<u>27,600</u>		
Budget 2024/25			
Steyning PC		31,100.00	
UBPC		17,133.00	
BPC		4,768.00	
Income from Parishes		<u>53,001</u>	
Other Sundries			
Grants - Year 1		0	
Tuck shop		3,500	
Youth Club entry Fees		900	
Membership ?		?	
Holiday Activity Income		2,000	
		<u>6,400</u>	
Available Capital / Revenue			<u><u>87,001</u></u>

Expenditure		
	2024/25	Annual Balance
	£	£
Project expenditure :		
Staff Costs {inc. Training costs}	42,500	
Volunteer costs {inc. training}	1,200	
Admin {inc insurance, publicity & printing}	2,400	
Downlands Scheme Donation	5,000	
Room Hire	5,000	
Tuck Shop Stock	4,400	
Holiday Activity costs	450	
Minibus Hire	300	
Equipment Purchase	5,500	
Total Capital Expenditure	<u>66,750</u>	
Total Costs		<u><u>66,750</u></u>

Balance	
	£
Unspent - previous contingency	0
General Reserve - Balance carried forward	<u>20,251</u>
Total	<u><u>20,251</u></u>

Review of outstanding Code of Conducts from HDC

Briefing Note

Ainscough Implementation Plan Review update - The clerk reported that on the 21st November, SPC sent the HDC monitoring office the agreed plan review and covering letter in advance of their Standards Committee meeting on the 29th November.

It wasn't discussed unfortunately, and it will not be discussed now until their next meeting on the 13th March '24.

In the meantime, there has been an influx of Code of Conducts from other Parishes around the district, that have overrun their service. They have been trying to outsource some assistance, and some SPC Councillors were informed last week that an independent solicitor who has been a deputy monitoring officer at a previous district council has been appointed to deal with the backlog including all of SPC's outstanding issues.

The Clerk had a virtual meeting with the monitoring office at the end of January and was appraised of this progress, and it is likely that the Clerk will meet briefly with the independent solicitor in March so that they can be appraised of the SPC policies, procedures, and the implementation of the Hoey-Ains review plan.

Code of Conduct issues - The outstanding SPC Code of Conduct matters will be dealt with separately by the same solicitor, and it is understood this will take place via meetings with those councillors involved, likely sometime in March.

2024-25 Steyning Parish Council Meetings Schedule



7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning and Premises (Mondays)
Jan-24	No Meeting	9th	15th	22nd
Feb-24	6th	No Meeting	19th	26th
Mar-24	5th	12th	No Meeting	25th
Apr-24	2nd	No Meeting	11th Annual Parish Meeting plus Council meeting on the 15th	22nd
May-24	No Meeting	14th	20th Annual Parish Council Meeting	28th
Jun-24	4th	11th	17th	24th
Jul-24	2nd	9th	15th	22nd
Aug-24	No Meeting	No Meeting	No Meeting	19th
Sep-24	3rd	10th	16th	23rd
Oct-24	No Meeting	8th	No Meeting	28th
Nov-24	5th	No Meeting	18th	25th
Dec-24	3rd	10th	No Meeting	16th
Jan-25	No Meeting	14th	20th	27th
Feb-25	4th	No Meeting	17th	24th
Mar-25	4th	11th	17th Annual Parish Meeting	24th
Apr-25	8th	No Meeting	14th Due to Easter	28th
May-25	No Meeting	13th	19th Annual Parish Council Meeting	27th {Tuesday}

Item 8.6

Fletchers Croft Car Park reverting to Long Stay {?}

Cllr Victoria Finnegan has been helping our Community Committee members with an attempt to work with our HDC partners so that we come up with a joint scheme of improved resident, visitor, and tourist Car Parking services in Steyning.

The really good news is that the HDC Car Parking team have been receptive to a number of the changes suggested. One being that the Fletchers Croft Car Park is to likely be reinstated as a Long Stay facility. Although there are still some procedural hurdles to overcome it seems.

This will not rule out the use of the parking disc, and the arrangements at the High Street Car Park and the Health Centre Car Park remain in place for short stay usage.

The tariffs will change however – and these are shown below for your information.

Cllr Finnegan can provide more details, but the idea is that our Council be in a position to provide some feedback to this proposed change.

Annual Disc cost to go up to £20 from £18

Season Tickets from £165 to £180

Fletchers Croft car park maximum stay alteration

	Up to 2 hours	2-3 Hours	3-4 Hours	4-5 Hours	5-6 Hours	6-8 Hours	8+ Hours
Current Price	Up to 1 Hour = £0.80p	£1.70	£1.70	N/A	N/A	N/A	N/A
Proposed Price (From July '24)	£1.70	£2.20	£2.80	£3.50	£4.00	£4.50	£5.00

Item 8.7

Could we approve the Clerks request to go on the Silver or Gold Scheme please. The previous contract agreement has elapsed.

The Rialtus Group deal with and supply support for our Accounts package, and provide the 4 to 8 hours service at year end to help complete the financial figures for the AGAR {Annual Governance and Accountability Return}. Below are their contract options

2024 Year End Schemes

As the 31st March fast approaches, we are once again offering our services to assist all of our customers with a year-end closedown. Below you will find details regarding uptake of our 3 scheme options that we are launching.

Gold Scheme: 3-year contract commencing 1st April 2024 for closedown and annual support and maintenance. Preferred dates option. FREE webinar and Q&A. 2024 price 5% saving:

Income and Expenditure per set of accounts ~~£868~~ £825 (ex VAT)

Receipt and Payments per set of accounts ~~£569~~ £540 (ex VAT)

[Register for the Gold Scheme](#)

[Register for the Gold Scheme](#)

Silver Scheme: 2-year contract commencing 1st April 2024 for closedown. Preferred dates option. FREE webinar and Q&A. 2024 price:

Income and Expenditure per set of accounts ~~£868~~ £853 (ex VAT)

Receipt and Payments per set of accounts ~~£569~~ £559 (ex VAT)

[Register for the Silver Scheme](#)

[Register for the Silver Scheme](#)

Bronze Scheme: 1 off year end service applicable to 2024 year end. 2024 price:

Income and Expenditure per set of accounts £868 (ex VAT)

Receipt and Payments per set of accounts £569 (ex VAT)

[Register for the Bronze Scheme](#)

[Register for the Bronze Scheme](#)

By joining the Gold or Silver Scheme the council will get preferential access to Year End Closedown dates. The council will be able to provide five preferred date nominations. In the event of date conflicts councils who sign up to the Loyalty Scheme first will be given the priority. Once a date has been confirmed from your preferred list, a request to change a date will be from our available dates at that time.

Payee		E1	F1	F2	F5	F7	F11	G1	G2	H3	H4	I1	I6	P1	Total
Steyning PC		£ 389.00	£ 402.33	£ 818.67	£ 55.63	£ 227.08	£ 1,201.30	£ 1,869.38	£ 125.99	£ 238.93	£ 1,205.40	£ 566.00	£ 259.55	£ 391.00	£ 7,750.25
E1	Cost of Returning Officer support	£79 fixed fee, plus £31 per 500 electors													
E2	Superannuation	Not charged													
F1	Presiding Officer Fee	50%													
F2	Poll Clerk Fee	50%													
F3	Polling Station Inspectors Fee	Not charged													
F5	Travel & subsistence for staff	50%													
F6	Training for Staff	Not charged													
F7	Polling Station Hire Fee	50%													
F8	Temporary Accommodation	Not charged													
F9	Preparation & Transport of Equipment	Not charged													
F10	Polling station Equipment	Not charged													
F11	Ballot Papers	Total cost of parish papers													
G1	Postal vote packs	Cost of parish postal packs													
G2	Postal vote opening staff	Calculated by 50% of cost for the number of postal votes returned in parish													
G3	Training for postal vote staff	Not charged													
G4	Postal vote printing & stationery	Covered by G1													
G5	Postage for postal packs	Covered by G1													
G6	Postage (inward) for postal packs	Not charged													
G7	Postal vote accomodation	Not charged													
G8	Equipment	Not charged													
H1	Staff Costs- prepare poll cards	Not charged													
H2	Equipment costs - poll cards	Not charged													
H3	Poll card print costs	50%													
H4	Poll card postage costs	50%													
I1	Count staff costs	Calculated at 1 team, for 4 hours													
I2	Supervisory Count staff costs	Not charged													
I3	Travel & subsistence	Not charged													
I4	Receiving training, count supervisors	Not charged													
I5	Accommodation	Not charged													
I6	Equipment costs	Not charged													
I6	Grass skirts	cost of number used for parish count													
I7	Transport	Not charged													
I8	Security	Not charged													
J1	General clerical staffing costs	Not charged													
J1	General clerical staffing costs	Not charged													
J2	Travel & subsistence	Not charged													
J3	Providing training	Not charged													
J4	Materials and postage not elsewhere classified	Not charged													
P1	General clerical assistance attributable to parishes	£8.50 for every 100 electors (or part)													

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

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

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

MINUTES

C/23/48 APOLOGIES FOR ABSENCE

48.1 Apologies received from Cllr Sharp

ACTIONS

C/23/49 DECLARATIONS OF INTEREST AND DISPENSATIONS

49.1 None

C/23/50 QUESTIONS FROM THE FLOOR {in summary}

50.1 None

C/23/51 MINUTES OF PREVIOUS MEETINGS

51.1 To agree 7th November 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 7th of November 2023. **Agreed**

C/23/52 MATTERS ARISING AND ACTIONS - These items were taken as read.

52.1 Clerk to inform Cllr Linehan that SPC will not be pursuing 20mph Scheme in its current form – **Actioned**

52.2 Clerk to reconvene the 20's plenty Working party to craft a message to residents - **Actioned/ see 53.1**

52.3 Clerk's office to place Winter Plan volunteer advert in 'Your Steypning' - **Actioned/See item 53.2**

52.4 Clerk to send letter to WSCC Chief Exec' concerning the White Bridge project – **Actioned**

52.5 Clerk to send letter to the Steypning MP concerning the White Bridge project – **Actioned**

52.6 Clerk to send draft Car Park Plan to District Cllrs for them to liaise with appropriate HDC officers- **Actioned**

52.7 Clerk to visit Abbey Rd with Tree Warden to agree emergency works concerning fallen Trees - **Actioned**

52.8 Normans Way Basketball hoop and backboard to be refurbished - **See item 54.2**

52.9 Clerk to take Grass contractor recommendation to F&GP Committee for a decision - **Actioned**

52.10 Clerk to bring back to committee MPF Hedgerow planting project modification - **See item 54.3**

52.11 Clerk to meet with SPC Tree consultant to discuss tree root ingress under the Cricket nets – **See 54.5**

52.12 Clerk to bring back Marley Shed quote for discussion – **Actioned/ See item 54.4**

- 52.13 Mobile Sauna siting now to be dealt with by Steyning Centre office & Premises Com. - **Actioned**
- 52.14 Clerk to sign up all the SPC land to the Weald to Waves project online mapping – **Actioned**
- 52.15 Clerk to arrange Tree works to be completed as per committee decision - **Actioned**
- 52.16 Fallen tree in front of A283 sign dealt with – **Actioned**
- 52.17 Clerk to return updated community budget & respond to questions in-between meetings - **See item 55 .2**
- 52.18 Lobbying WSCC for better quality road signs in Steyning - **See item 53.4**

C/23/53 HIGHWAYS

- 53.1.1 **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 the notes from this meeting and the proposed statement as they were presented within supporting papers. The statements had been drafted and agreed for recommendation for SPC to publish, by the working party, so the councils could explain the reasoning behind their decision not to continue with the scheme in its latest format. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accepts the two documents {as per supporting papers}, and that the Clerk is asked to publish them {on SPC web site and in 'Your Steyning'}. **Agreed** **CLERK**
- 53.1.2 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC requests the continued support from the Community Partnership 'Sustainable Travel Group', and for them to consider working towards trying to promote lower speed limits within the local community. **Agreed** **CLERK**
- 53.2 **To consider the SPC Winter Plan 2023/24 updated call out procedure.** The Chairman and the Clerk have been working in preparation for winter in order to ensure SPC are best prepared for inclement weather. A duty officer's emergency contact phone has been purchased and on it has been installed a WhatsApp group with all the current SPC Winter programme volunteers' numbers included, plus the relevant street cleaning and snow clearing contractors. A call for volunteers to join the group (in the Dec. 'Your Steyning') did not receive any responses. When the Clerk or Deputy Clerk are provided with an imminent weather event alert then the WhatsApp group of volunteers and contractors will be sent an Amber 'Standby Warning' message. Should this turn into an actual event which precipitates a snow and or ice issue then the group will receive a Red Alert from the Duty Officer (likely Clerk or Deputy Clerk) and the volunteers will be asked to take part (if available) in a programme of rock salt spreading using the town's salt bins. The Chair and Clerk are to compile a map of Steyning town showing grit bin locations and this will be sent to the members of the WhatsApp group for information. A training video was also discussed. Cllr I Alexander **proposed, seconded** by Cllr Young that Cllrs S Alexander and I Alexander are delegated responsibility to work together to create a video to publish on the WhatsApp site. **Agreed.** **Cllrs I & S Alexander**
- 53.3 **Update on the White Bridge link following correspondence with WSCC and the Local MP.** The Clerk was delegated to write letters to both WSCC CEO and the Local MP to promote the swift replacement of the White bridge, and had received responses of support from both parties. Whilst supportive, both correspondence were not able however to detail any proposed timescale involvement, as there were complications associated with dealing with the possible re-routing of the main gas line. The Chair also reported that in the previous week a meeting had been convened which was attended by the WSC Cllr Paul Linehan who reported that the new bridge would likely be replaced in the current location, with a proposed completion date of the summer of 2025. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC delegate authority for Clerk and Cllr I Alexander to write another letter to all the relevant parties re the White bridge {stressing how important the rebuilding is and urge all parties to move the process forward as soon as possible}. **Agreed** **CLERK**

- 53.4 To consider a Steyning Street Sign upgrading programme.** This is not a Parish Council responsibility, however, the point was discussed in order to begin a process to raise the matter with WSCC / HDC and for them to consider upgrading signage as appropriate. With SPC needing to gather pictures and report on locations and the poor state of many of Steyning's signs. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC create a working party to look at the Steyning road signs. **Agreed**
Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC set up a committee WhatsApp group dedicated to taking photographs and reporting back on road signs {in Steyning Parish}. **Agreed** **CLERK**
- C/23/54 COMMUNITY MATTERS AND OPEN SPACE PROJECTS**
- 54.1 To receive the annual 'Play Area Inspection' Report, and update from the Clerk concerning related maintenance plan.** Given the age of the majority of the play areas, the relatively low number of items noted as being of a moderate risk status was welcomed. All these items were being attended to by the SPC maintenance operative in order of priority. In all 32 of the 121 moderate to very low risk items notified were being dealt with in the first round of maintenance works, and progress on these works would be reported back on in future Community Committee meetings. It was noted there was only one item which scored 15 and this was a wooden bench which was rotting away and could not be saved without prohibitive expense, so this will be removed from service.
Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accepts the Wicksteed report. **Agreed** **CLERK**
- 54.2 To consider a replacement basketball post installation at Normans Way.** Members considered five options for replacement or renewal of the Basketball post and backboard as per presented within supporting papers. Cllr I Alexander **proposed, seconded** by Cllr Young that the SPC clerk look at a cost-effective way of replacing the backboard for the Basketball facility in Normans Way. **Agreed, 7 For, 1 Against.** **CLERK**
- 54.3 MPF Hedgerow planting project and to agree a modification to previous decision.** The clerk updated on an additional hedgerow planting project to deal with the MPF/Rublees border gaps. There was some correspondence received from the Allotment Association and this view was considered during the discussion about this item. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accept the modified plan for the hedgerow planting {at the MPF / Rublees border}. **Agreed** **CLERK**
- 54.4 To discuss the Marley Shed roof replacement.** The Clerk presented a quote via supporting papers plus an offer of financial support from the Steyning Cricket Club.
Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the quote as presented to replace the roof on the Marley shed. **Agreed.** And also, that the Clerk writes a note of thanks from the Council for their generous offer of financial support. **CLERK**
- 54.5 To discuss visit from SPC Tree consultant concerning issues with the safety of continued use of the Steyning Cricket nets.** The clerk explained the nature of the issue, with tree roots which are growing underneath the playing surface and which are protruding and causing variable bounce which can be a safety issue for batsmen. The consultant had produced a report following the visit with a cost for the proposed exploratory works. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC asks the Clerk to engage the tree consultants - to complete the exploratory works as noted within the quote {supporting papers}. **Agreed** **CLERK**
- 54.6 To consider Abbey Road tree works as per supporting papers.** Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC ask the Clerk to engage the tree surgeons to complete the clearance works {on the fallen trees} and thank the volunteers for their offer. **Agreed** **CLERK**

- 54.7 To discuss the MPF 11th November Remembrance Day service arrangements for next year.**
The Chair explained why this item was under consideration. He noted that until this year the Steyning branch of the Royal British Legion have made all the arrangements for the MPF service and that this had not been taken on by the RBL regional coordinators since, so members discussed the Parish Council taking over its coordination. Cllrs understood that the parochial church were involved with the memorial Sunday service in the church, and Cllr Hanson was asked to find out more information from them and bring back to the next meeting. The main point being that it was clear that there needed to be a greater level of support (in terms of what the RBL used to do) to ensure that both services were well attended and well organised. **Cllr Hanson**
- 54.8 Notification of the broken MPF entrance gate replacement & payment arrangements.** The Clerk presented before and after pictures reminding members of the nature of the initial issue and showing the results of replacement. Refabrication cost £425, installation cost £175, and the lady who drove into the gate by accident had agreed to pay the full amount of the replacement. **CLERK**
- 54.9 To discuss future project aspirations for the Community Committee.**
The Chair reminded that items from the suggestion box were to be discussed by this committee, and that this will be brought back to a future meeting. The clerk to circulate to members what the items raised were, and invite members to make comments in advance of that meeting. **CLERK**
- C/23/55 FINANCE AND GOVERNANCE**
- 55.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure Reports for October '23 be accepted as a true and fair record. **Agreed**
- 55.2.1 To consider the draft Community committee budget for the next financial year - 2024/25.** The Clerk had produced a second draft Community budget document for members to consider. There were some amendments made from version 1, and members further considered each budget line and any possible adjustment. There was a call to bring back for further discussion Street lighting cost review as a non-urgent item.
Cllr I Alexander **proposed, seconded** by Cllr Hanson that committee accepts the latest budget paper as presented and recommend it to F&GP. **Agreed** **CLERK**
- 55.2.2 Community Committee project prioritisation for 2024/25.** Members considered projects as per via a listing and costs noted within supporting papers. There was consensus that the listing as presented with MPF and Chandlers Way Play Area renewals at the top and then next with MPF entrance resurfacing, notice boards and bollard installation be taken to F&GP Committee. **CLERK**
- C/23/56 INFORMATION / CORRESPONDENCE ITEMS**
- 56.1 Correspondence from the Allotment Association dated 23 Nov.** Members considered the points raised within a letter received from the Allotment Association. The Clerk to write back to the association noting matters discussed. **CLERK**
- C/23/57 PROGRESS REPORT – All the following items were described as ongoing, but were not discussed as the meeting ran out of time – they will be discussed at the following meeting** **CLERK**
- 57.1** *Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing***
- 57.2** *Mouse Lane drainage W Party to be convened when quotes available – **Ongoing***
- 57.3** *Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing***
- 57.4** *Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing***

- 57.5 *MPF entrance development ideas to be brought back to this committee after next working party - **Ongoing***
- 57.6 *Possible installation of a refuse bin at Abbey Road - To be discussed - **Ongoing***
- 57.7 *Chandlers Way Pocket Park W Party to reconvene – **Ongoing***
- 57.8 *Clerk to set up a working party to discuss HDC plans for EV Charging points - **Ongoing***
- 57.9 *Pathway improvements on the Abbey Road site to be undertaken – **Ongoing***
- 57.10 *Clerk's office to place advert for more Abbey Road volunteers in 'Your Steyning'- **Ongoing***
- 57.11 *Clerk to attempt once more a WMT funding application for MPF Play Equip assist- **Ongoing***
- 57.12 *Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites - **Ongoing***
- 57.13 *Virgin Broadband installation legacy to be brought back to this committee - **Ongoing***

C/23/58 DATE OF NEXT MEETING – 6th February 2024 at 7.30 pm.

Meeting ended at 10.01 pm

Signed by the Chair: Date: 6th February 2024

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

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 6th FEBRUARY 2024 AT 7.30 PM AT THE STEYPING CENTRE

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

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/23/59 APOLOGIES FOR ABSENCE

59.1 Apologies received from Cllr Johnson

ACTIONS

C/23/60 DECLARATIONS OF INTEREST AND DISPENSATIONS

60.1 Cllr Sharp declared an interest in Agenda item 6.1, as resident of Jarvis Lane and actively involved in the possible associated TRO application.

C/23/61 QUESTIONS FROM THE FLOOR {in summary}

61.1 None

C/23/62 MINUTES OF PREVIOUS MEETINGS

62.1 To agree 5th December 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 December 2023. **Agreed**

C/23/63 MATTERS ARISING AND ACTIONS - These items were taken as read.

63.1 Clerk's office to ensure 20's plenty / SPC decision is published in Your Steyping - **Actioned**

63.2 Clerk to relay the SPC message to prompt the 'Sustainable Travel Group' into continuing the promotion of lower speed limits - **Actioned**

63.3 Clerk to compile a map showing distribution of grit bins for Snow Angel What's App group - **Actioned**

63.4 Clerk and Community Chair to write letter as follow up to White Bridge correspondence – **Actioned**

63.5 Clerk's office to add to Steyping street signage upgrade W. Party names to What's App group - **Item 64.4**

63.6 Clerk's office to continue with Play Area Maintenance Plan – **Actioned / See item 65.1**

63.7 Clerk to find most cost-effective way to renew Basketball play facility at Normans Way - **Actioned**

63.8 Modified Hedgerow planting plan completed - **Actioned**

63.9 Clerk to accept Marley Shed quote and write note of thanks for Cricket Club donation - **Actioned**

63.10 Clerk to engage Tree consultants to complete exploratory works near Cricket nets - **Actioned**

63.11 Fallen Tree works completed at Abbey Road, as per agreed scope of works - **Actioned**

- 63.12 Cllr Hanson to update regarding Remembrance Day service information - **See item 65.8**
- 63.13 Clerk to relay thanks to resident for their MPF entrance gate repair donation - **Actioned**
- 63.14 Project aspirations responses to be dealt with by Community Engagement Committee - **Actioned**
- 63.15 Clerk to take Community Budget recommendation to F&GP Committee - **Actioned**
- 63.16 Clerk to take Community project prioritisation to F&GP Committee - **Actioned**
- 63.17 Clerk to respond to Allotment A., following matters discussed at the last meeting – **Actioned / item 65.6**
- 63.18 Clerk to attempt once more a WMT funding application for MPF Play equip’ renewal assist. - **Actioned**

C/23/64 HIGHWAYS

- 64.1 **To report on the SPC Traffic Regulation Order project 23/24.** The Clerk reviewed this 23/24 SPC Project for members, following recent collaborative work with the County Councillor, Paul Linehan. From an initial list, there were four TROs agreed for further consideration, these being – Vicarage lane, by the Fletchers Croft entrance; Jarvis Lane; Church Lane and Tanyard Lane. There had also been 2 other TRO’s that had come before the Committee and were given SPC support. One scheme proposed at Godstalls Lane had partial success with some work agreed and carried out at the entrance to the lane, it having been reconstructed to provide a safer pedestrian route. Unfortunately, the Wykeham close request had not passed the WSCC engineer tests and remained unresolved.
Of the four TROs the Clerk and Cllr Linehan have been processing, two (at Church Lane and Tanyard Lane) were ruled out due to a lack of support from residents and there being an unclear scheme resolution.
The Vicarage Lane scheme had been completed and submitted recently. The application included over a hundred signatures gathered that confirmed resident’s support. Plus pictures, diagrams and substantive evidence. The determination is due within the next 10 days.
The last TRO at Jarvis Lane is yet to be completed, as it is complex, and involves possibly three traffic issues. Further work is needed, and this will be brought back to the next meeting. **CLERK**
- 64.2 **Clerk to update on the High Street Bins project 23/24.** The Clerk reviewed this project, with some bins having been painted by HDC, with some more promised to be painted this financial year, a recycling bin had also been purchased and installed. Though this bin had recently been demolished accidentally by a vehicle, the police had been working with the Clerk’s office to identify the individual and it was hoped that an insurance claim could be made. The Clerk confirmed that a new bin had been ordered and was to be installed in the same place, soon. **CLERK**
- 64.3 **Update from the Cllr I Alexander concerning the White Bridge link project.** The Chair confirmed the WSCC budgets were in place to ensure surveys and scope of works could be completed in preparation for a reconstruction, likely scheduled for summer 2025. Cllr I Alexander also confirmed that he and the Clerk had drafted letters to go to WSCC chief exec’, our MP and others, but had not sent them yet, as their scope had been expanded to include some quotes for temporary bridge replacements to add strength and context to the need for urgent action. **CLERK**
- 64.4 **Update regarding possible Steyning Street Sign upgrading programme.** The Clerk still to set up the new What’s App group. **CLERK**
- 64.5 **The SPC draft Car Park Plan.** The Clerk updated that Cllr Finnegan had been continuing to discuss the SPC draft plan with HDC officers and there was news that the conversion of the Fletchers Croft Car Park back into a Long-Stay facility was gaining momentum, and had successfully passed through several HDC committees, with a public consultation to be planned soon. **CLERK**

	A meeting to discuss the plan, directly with HDC officers, including signage improvements, was still planned, but members expressed disbelief that following the points being raised in October, almost all issues which had been acknowledged by HDC still remained unresolved.	CLERK
64.6	The ‘Fingerpost installation’ 23/24 project. The Clerk had presented a supporting paper detailing a number of options for members to consider. These included variation on the text included on the finger posts themselves; whether to install a new post at location 2; its proposed styling; and two options presented for the ‘finials’ which sat at the top of the post.	
64.6.1	Cllr I Alexander proposed, seconded by Cllr S Alexander that the first finger post {at Location 1, on the High street and adjacent the Tanyard Lane entrance – pointing west towards the footpath opposite} should say ‘Memorial Playing Field and Remembrance Garden’ and the second one {at location 2, at the Charlton street entrance to the MPF} should say ‘Remembrance Garden (100M)’ . Agreed	CLERK
64.6.2	Cllr I Alexander proposed, seconded by Cllr Norcross that SPC purchase a new post {as per specified within supporting papers} with the ‘finial’ design as agreed, as per Option One, with the {purchase of the} two associated finger posts. Agreed	CLERK
C/23/65	COMMUNITY MATTERS AND OPEN SPACE PROJECTS	
65.1	Following the annual Play Area Inspection Report, to receive an update concerning the ongoing maintenance plan. A supporting paper which listed the detail of the works completed and those awaiting completion was briefly discussed.	CLERK
65.2	Steyning Community Orchard and Abbey Road Volunteer update & planting programmes. The Clerk updated with news of a very successful Wassail event which this year welcomed in excess of 200 people. He also spoke of a successful recent volunteer workday at Abbey Road (20 th Jan), and the fact that the Community Orchard group were to be completing their agreed tree planting programme this season.	
65.3	Abbey Road Open day event in April 24. The Abbey Road volunteers had suggested holding an ‘Open Day’ event on the 20 th of April to include activities, guided walks, displays, pond dipping and refreshments.	
65.3.1	Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC agree for the ‘open day’ event at Abbey Road to go ahead {on the 20 th April}. Agreed	CLERK
65.3.2	Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC support the Abbey Road volunteers with a leaflet drop, posters and include the community engagement committee’s work with publicity including an article in ‘Your Steyning’. Agreed	CLERK
65.4	MPF Hedgerow planting and maintenance project - 23/24, and to agree final works. The clerk updated via a supporting paper which detailed the remaining scope of works, the remaining budgets and outlined one final project which was to cut back the side of the Rublees Allotment hedge {Eastern boundary}. Cllr Norcross proposed, seconded by Cllr Hanson that SPC agree to the hedgerow works as specified within supporting papers – costed at £1,400. Agreed 7 For, 1 Abstained	CLERK
65.5	MPF Food unit Licence enquiries for 2024. Two enquiries were put to members, one being an extension to a previous request – The Pizza Van; and one from a new burger van contractor. Members welcomed the thoughts communicated via the Cricket Club committee representative	CLERK
65.5.1	Cllr I Alexander proposed, seconded by Cllr Norcross that SPC agree to the Pizza Van licence arrangement for the coming year 24/25 {as per supporting papers and costed at £600}. Agreed	CLERK
65.5.2	Cllr I Alexander proposed, seconded by Cllr S Alexander that SPC do not agree to the application for an almost permanent spot for a burger van at the MPF Car Park {request as presented within supporting papers}. Agreed	

- 65.6 To agree a response to the Allot. Assoc'. representative following a recent correspondence** **CLERK**
Members reviewed the correspondence and reiterated the points discussed at previous meetings, in that there had been long standing working party agreements on hedgerow maintenance and then committee approval for these recommendations. These agreements were still relevant and until they were not, previous recommendations should stand. One further point as noted by the Clerk, was that as the SPC Tree consultant was soon to be on site, he could be asked as to an opinion regarding possible nutrient depletion in relation to distance from mature trees, and this information could be brought back to committee and to requester.
- 65.7 Planned security developments at Fletchers Croft 'Open Space' from HDC.** The Clerk updated that HDC were working on a solution to secure the Fletchers Croft open space against traveller access and subsequent encampment. The parks officers were now working with the Clerk and Steyning Festival reps on a scheme more in keeping with the local community's needs, and these plans would be made public in the next few weeks, with works due to commence in March 24. **CLERK**
- 65.8 Progress in regard to Remembrance Day service arrangements for next November.** Cllr Hanson reported back on meetings that had taken place within sub committees of the local Church council in relation to plans for next year's Armistice day service at the Remembrance Garden. It was agreed that the Church would liaise as necessary with the Parish Council in the run up to this years' service, and that this committee discuss the need for invitations and wreath ordering nearer the time as appropriate. [{# The Full text of this report is attached to these minutes for subsequent reference}](#) **CLERK**
- 65.9 Future project aspirations for the Community Committee.** Trimming back twitten and footpath surface pathways **CLERK**
- C/23/66 FINANCE AND GOVERNANCE**
- 66.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure Reports for November and December '23 be accepted as a true and fair record. **Agreed**
- C/23/67 INFORMATION / CORRESPONDENCE ITEMS**
- 67.1 None**
- C/23/68 PROGRESS REPORT – All the following items were described as ongoing** **CLERK**
- 68.1** Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing**
- 68.2** Mouse Lane drainage W Party to be convened when quotes available – **Ongoing**
- 68.3** Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing**
- 68.4** Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing**
- 68.5** MPF entrance development ideas to be brought back to this committee after next working party - **Ongoing**
- 68.6** Possible installation of a refuse bin at Abbey Road - **Ongoing**
- 68.7** Chandlers Way Pocket Park W Party to reconvene – **Ongoing**
- 68.8** Clerk to set up a working party to discuss HDC plans for EV Charging points - **Ongoing**
- 68.9** Pathway improvements on the Abbey Road site to be undertaken – **Ongoing**

- 68.10 Clerk’s office to place advert for more Abbey Road volunteers in ‘Your Steyning’- **Ongoing**
- 68.11 Lost Woods project – Landowners to be encouraged to ‘sign-up’ with working party members to visit sites - **Ongoing**
- 68.12 Virgin Broadband installation legacy to be brought back to this committee – **Ongoing**
- 68.13 Cllrs Ian and Simon Alexander to create an instructional video for the snow angels What’s App Group – **This was completed.**
- 68.14 Clerk to engage Tree consultants to complete exploratory works near the Cricket nets – works programmed for the 6th March - **Ongoing**

C/23/69 DATE OF NEXT MEETING – 5th March 2024 at 7.30 pm.

Meeting ended at 9.20 pm

Signed by the Chair: Date: 5th March 2024

Recordings of this meeting can be found using the following links:

<https://youtu.be/PITapRGOJZ4> {First 72 minutes}

&

<https://youtu.be/ArZTo4UQZ0w> {Final 35 minutes}

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th DECEMBER 2023 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

NON-CONFIDENTIAL MINUTES

ACTIONS

F&GP/23/50 APOLOGIES FOR ABSENCE

50.1 Apologies were received from Cllrs Trundle, Campbell and Foxwell.

F&GP/23/51 DECLARATIONS OF INTEREST AND DISPENSATIONS

51.1 None

F&GP/23/52 QUESTIONS FROM THE FLOOR {in summary}

52.1 None

F&GP/23/53 MINUTES OF PREVIOUS MEETING

53.1 Cllr S Alexander **proposed, seconded** by Cllr Norcross that the non-confidential and confidential minutes of the meeting held on the 14th November 2023 be agreed as a true and fair record.
Agreed

F&GP/23/54 MATTERS ARISING AND ACTIONS – These items taken as read

54.1 Cllrs to research Christmas light display options for next 3 years & bring to next meeting – **Actioned**

54.2 Staff pay award resultant admin completed – **Actioned**

54.3 Internal audit report approved, and recommendations being actively followed – **Actioned**

54.4 Agreed SPC Asset register with one amendment published on Web Site – **Actioned**

54.5 SPC Action plan progressed and brought back to next meeting – **Actioned / See 56.2**

54.6 Recent FOI requests and responses uploaded onto SPC Web Site – **Actioned**

54.7 Clerk's office seeks quote from grass cutting company to cover tender – **Actioned / See 60.1**

54.8 SPC Community Awards certificates completed and awarded at Chairmans Function – **Actioned**

F&GP/23/55 FINANCIAL MATTERS.

55.1 **To approve the list of SPC payments for November 2023.**

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

55.2 **To agree F&GP Income & Expenditure reports for November 2023.**

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

- | | | |
|-----------------------|---|----------------------|
| 55.3 | To consider SPC projects for 2024/25, and earmarking reserves for 2023 'year-end'. Members discussed at length the proposed projects for 2024/25 as per supporting papers and attempted to prioritise them in consideration of the proposed budget funding for the next fiscal year. There was a suggestion that, if possible, play areas ought to be serviced via an annual sinking fund so that there was an ongoing process in place to renew them over time. It was also thought however that this should happen only after the current round of renewals which it was suggested are outweighing all other project priorities. There were no decisions on projects made at this meeting, with the item to be further discussed at the January F&GP. The only item currently considered for earmarking in March '24 were the 'Youth Service' unspent funds. In consideration of the planning and premises committee's proposed projects the following motion was put forward. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC agree that an operational survey is carried out to check existing Steyning Centre plant controls to see if efficiency could be improved, and savings made, at the quoted cost of £325. Agreed | CLERK

D CLERK |
| 55.4 | To consider the F&GP committee budget and SPC consolidated budget for 2023/24. The Chair explained that this was the committees first consideration of the full consolidated annual SPC budget. First the committee checked the other committees budget recommendations and there was only one point noted for possible amendment, that being the fact that the grass cutting contract amount was liable for change, but this was dependent upon the decision being made in this meeting's confidential session. Members discussed several other budget items, but could find no easy way of reducing further the expenditure budgets noted as per supporting papers. This matter to be brought back to the next meeting for a final recommendation. | CLERK |
| 55.5.1 | To consider two invoices which due to their amounts, need agreement from F&GP Committee Cllr S Alexander proposed, seconded by Cllr Bell that SPC accept to pay the invoice as per quoted for £4,570 plus VAT for the audio improvements at the Steyning Centre. Agreed | CLERK |
| 55.5.2 | Cllr S Alexander proposed, seconded by Cllr Norcross that SPC accept to pay the invoice as per quoted for £1,840 plus VAT for the pendulum mechanism installation at the Clock Tower, and that the monies be taken out of the Town Improvement budget line. Agreed | |
| 55.6 | To discuss future project aspirations for the F&GP Committee. Members considered that upgrading tourist story-board signs around the town be brought back to this committee for future discussion and that other key-stakeholders such as the Steyning Society and Community Partnership be contacted and the project be facilitated by SPC. | CLERK |
| F&GP/23/56 | GOVERNANCE AND COMMUNITY MATTERS | |
| 56.1 | To consider next year's Christmas light display on the Steyning High Street. Members had considered the matter and the current display was considered reasonably good by consensus. It was also fed back to committee that the Business Chamber were 'happy' with the current display provided by SPC with the idea that there be a return to displays which straddled the high street being rejected. The SPC current display, but to include an 'icicle feature', as per seen elsewhere was put forward as a possible enhancement. Cllr S Alexander proposed, seconded by Cllr Ballance that the Clerk reach out to the existing contractor for all options for 2024 up to a value of £6,200. Agreed | CLERK |
| 56.2 | 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. Three projects had been completed. Other project completion was more or less on schedule. It was suggested that the narrative be removed from the 'Mitigation to risks' section when projects are completed. | CLERK |
| F&GP/23/57 | PROGRESS REPORT | |
| 57.1 | <i>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. – Members considered that because SPC is in the hands of the Land registry office on this matter, and that an Asset register had recently been agreed, that the item be brought back at a later date rather than continually being discussed for no reason.</i> | |

Cllr S Alexander **proposed, seconded by** Cllr Norcross that SPC drop the Land Registry search item for the next six months and then report back at that time any amendments from the Land Registry Office. **Agreed**

CLERK

57.2 F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group – **Ongoing – members agreed that the Working practices would convene on the 19th December at 11am to consider this matter**

Working Party

57.3 F&GP/22/18.1 Clerks office to enquire about Youth Service contract payment reimbursements **The Clerk had completed a 'proof of debt' form and sent it to liquidators and was awaiting a response. This now with the JPYC.**

57.4 F&GP/23/42.3 CCTV working party to reconvene when first quotes received – **Cllr S Alexander reported that he was continuing to chase the long-awaited quote.**

Cllr S Alexander

F&GP/23/58 INFORMATION/CORRESPONDENCE ITEMS

58.1 None

F&GP/23/59 **CONFIDENTIAL SESSION** – Cllr S Alexander **proposed, seconded by** Cllr Norcross to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 11 (below) may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/23/60 SPC GRASS CUTTING CONTRACT

60.1 **To consider the situation concerning the current grass contract and agree any subsequent actions.** It had been agreed that the current grass cutting service provision was below standard and not in keeping with the terms of the three-year contract. At the previous F&GP meeting it was agreed that the Clerk's office would seek an updated quote from the company considered the 2nd best option during the tendering process which had been completed in February 2023, and that the matter be brought back to F&GP for a determination to be made. Cllr S Alexander **proposed, seconded by** Cllr I Alexander that SPC agree to the new company completing the remainder of the three-year grass cutting contract for the {price set out within confidential supporting papers}*. **Agreed**

CLERK

F&GP/23/61 **DATE OF NEXT MEETING – 9th January 2024 @7.30pm.**

The Chair closed the meeting at 9.15pm

Signed Date 9th January 2024
Chair

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

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

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9th JANUARY 2024 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 3

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/23/62 APOLOGIES FOR ABSENCE

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

F&GP/23/63 DECLARATIONS OF INTEREST AND DISPENSATIONS

63.1 None

F&GP/23/64 QUESTIONS FROM THE FLOOR {in summary}

64.1 None

F&GP/23/65 MINUTES OF PREVIOUS MEETING

65.1 Cllr S Alexander **proposed, seconded** by Cllr Norcross that the draft minutes of the meeting held on the 12th December 2023 be agreed as a true and fair record. **Agreed**

F&GP/23/66 MATTERS ARISING AND ACTIONS – These items taken as read

66.1 Bring back projects for 24/25 for further discussion – **Actioned / See item 67.1**

66.2 Operational survey (Heating Plant controls) to be arranged for the Steyping Centre – **Actioned**

66.3 Clerk to bring back full consolidated draft SPC budget for next meeting – **Actioned/ See item 67.2**

66.4 One agreed invoice payment plus one Town clock service arrangement – **Actioned**

66.5 Storyboard /Tourist Signs for Steyping to be brought back to F&GP – **Actioned / See Item 68.3**

66.6 To look at Christmas decoration options for next year / three years from same provider – **See item 68.1**

66.7 Clerk's office waiting for Land registry searches to be completed to enable further updating of the SPC Land and Asset register, item to come back to F&GP in six months – **Diarised**

66.8 For next Action Plan update exclude 'Mitigation to risks if item completed – **Actioned /See item 68.2**

66.9 Community Engagement Sub Committee terms to be discussed by Working Practices – **Actioned**

66.10 Clerk's office to enquire about Youth Service contract payment reimbursements, now with JPYC – **Actioned**

66.11 Grass contractors to be contacted to convey the decisions from F&GP – **Actioned**

F&GP/23/67 FINANCIAL MATTERS.

- 67.1** **To consider SPC projects for 2024/25, and earmarking reserves for 2023 'year-end'.** Members discussed at length the proposed projects for 2024/25 as per supporting papers and attempted to prioritise them in consideration of the proposed budget funding for the next fiscal year. There were no decisions on projects made at this meeting, with the item to be further discussed at the March F&GP. The only item currently considered for earmarking in March '24 was the 'Youth Service' unspent funds. It was however stated that all the 'proposed' and 'partly agreed' projects could be completed using existing funds available, with the exception of the MPF play area renewal, which was heavily dependent on successful third-party funding application/s. The Clerk will prepare a draft action plan for the 24/25 year, for next F&GP, to include likely projects. **CLERK**
- 67.2** **To consider the SPC consolidated budget for 2024/25.** Members considered the budget papers presented, and concluded discussions on any final queries. Then moved on to discuss the headline Precept figure of £404,325.00; the consequent percentage rise in comparison to last year's SPC Precept request {19.27%}; and the associated annual Band D Tax figure {£157.42} – This being the Parish Council element alone, not the full amount. Cllr S Alexander **proposed, seconded** by Cllr Sharp that F&GP recommends to SPC Full Council the consolidated budget for approval {as per presented in Supporting papers} for later this month {January 15th}. **Agreed** **CLERK**
- 67.3** **To consider a new phone system for the Steyning Centre.** The existing phone system and supplier had reached the end of the three-year contract. The Clerks office had secured significant savings from another supplier for a fixed term of 7 years. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC agrees to the new phone supplier for the Steyning Centre, being 'CRE', and at the rates as shown within the briefing paper. **Agreed** **CLERK**
- 67.4** **To consider a grant funding request from the 'Hope' charity.** The request was to support one - to- one session provision based at the Steyning Grammer School, for those youths aged between 12 and 18 with mental health issues. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC accepts the grant application to the value of £600, which would cover a 'Full' {12 session} service for one person. **Agreed** **CLERK**
- 67.5** **To agree the need for an out of hours security call out service for the Steyning Centre.** Currently staff are asked to attend alarm call outs at any hour, and this was thought by the Personnel Committee to be a safety issue which warranted further consideration. The Clerks office had therefore found a number of quotes from local security companies which could supply this service. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC agrees that there is a need for an out of hours security call out service at the Steyning Centre, and that quotes should be sought and brought back to a future meeting. **Agreed** **CLERK**
- 67.6** **To discuss future project aspirations for the F&GP Committee.** No new projects were discussed

F&GP/23/68 GOVERNANCE AND COMMUNITY MATTERS

- 68.1** **To consider next year's Christmas light display on the Steyning High Street.** Members further discussed the displays but councillors had not brought forward any new ideas for the Clerks office to investigate, so the existing supplier will be asked to provide options which are to be discussed at a future meeting. **CLERK**
- 68.2** **SPC Action Plan update.** Cllrs considered the various projects that have been prioritised for action for this first year of the current council's term. The Youth service provision project was discussed in greater detail with recommendations from the JPYC to be agreed or otherwise at the next Full Council Meeting. **CLERK**
- 68.3** **Storyboard/ Tourist Signs to be considered as a project for 24/25.** Last meeting this idea was tabled for further consideration. It was recognised that other local groups, notably the Steyning and District Partnership, had done a great deal of good work already on this topic

68.4 Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC agree to set up a working party to involve any SPC member plus any other local groups or individuals {notably the Steyning and District Partnership visitor and tourism representatives}. **Agreed** **CLERK**

68.5 **Discuss and agree the first message for the likely, and soon to be set up, SPC Community Engagement Group, to be working on.** Cllr S Alexander **proposed, seconded** by Cllr Norcross that the first item the Community Engagement group should consider organising, is the councillor representation and displays associated with the Steyning Farmers Market, then the answering of the responses associated with the 'Call for Projects' promotion / suggestion box and then a promotional document consisting of this Q and A plus a list signposting the services associated with and responsibilities of each of the tiers of Local Government {County, District and Parish}. **Agreed** **CLERK**

F&GP/23/69 PROGRESS REPORT

69.1 *F&GP/22/55.3 Earmarking of reserves to be discussed at March '24 meeting - Ongoing.* **CLERK**

69.2 *F&GP/23/42.3 CCTV working party to reconvene when first quotes received – Cllr S Alexander reported that he was continuing to chase the long-awaited quote.* Cllr S Alexander

F&GP/23/70 INFORMATION/CORRESPONDENCE ITEMS

70.1 The Clerk reported on two reasons for recent administrative cheer, that being the securing of reduced charges for both the annual grass cutting service invoice {reduction of £1500} and a reduced alarm call out charge saving £300. Thanks go in particular to the Deputy Clerk for her determination to prevail.

F&GP/23/71 DATE OF NEXT MEETING – 12th March 2024 @7.30pm.

The Chair closed the meeting at 8.32pm

Signed Date 12th March 2024
Chair

A video recording of this meeting can be found using this link ;
<https://youtu.be/1nsYFsyXgV8>

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

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

Members of the public: 2

Clerk – Hazel Roxby

MINUTES

P23/73 APOLOGIES

73.1 Apologies were received from Cllr Hanson.

P23/74 DECLARATIONS OF INTEREST

74.1 There was a declaration of interest from Councillor Johnson as a member of the Greening Steypning Group in item 86.1.

P23/75 QUESTIONS FROM THE FLOOR -

75.1 None

P23/76 MINUTES – to agree minutes of the last meeting on Monday 23rd October 2023

76.1 Cllr Trundle-**proposed, seconded** by Cllr Johnson to accept the minutes of 23rd October 2023 as a true and fair record of the meeting. **Agreed.**

P23/77 MATTERS ARISING AND ACTIONS (taken as read)

77.1 62.1 – Bus Shelter Dropped Floor – 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 - HDC have confirmed that they have no funding to assist with this project. It was noted that the Wilson Memorial Trust or the Bus Companies may be able to assist with grants. Deputy Clerk to investigate. 4 builders have been contacted – 3 have not responded even after being chased, 1 builder responded but unfortunately does not have the correct insurance to be able to carry out the work on the Highway. 3 different builders have now been contacted – 2 have responded that they will visit the site. Deputy Clerk to report back at the next meeting.

77.2 62.2 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Actioned**

77.4 69.2 - Sound System - Phase 1 of the sound system project was completed on 25th and 26th November. Phase 2 will be completed once the budget is available in April 2024.

- P23/78** **RECENT PLANNING APPLICATIONS - comments sent to HDC during August**
78.1 **DC/23/1952 – Ash Lea, Coxham Lane -Fell 1 Ash Tree**
 Cllrs Agreed **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**
- 78.2** **DC/23/1540 – 1 Rosemary Avenue** - Application to confirm the height of fence abutting Rosemary Avenue is no higher than 1 metre and fence abutting southern boundary of Rosemary Avenue is no higher than 2 metres. (Lawful Development Certificate Existing)
 Cllrs Agreed **No Objection. Agreed**
- 78.3** **DC/23/1965 – 38 Market Field – Surgery to 1 Acer Pseudoplanus (Sycamore)**
 Cllrs Agreed **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**
- P23/79** **PLANNING APPLICATIONS**
79.1 **DC/23/1993 & 2031 – The White Horse Inn, 23 High Street** – Installation of 1 externally illuminated hanging sign, 2 non illuminated post signs, 2 internally illuminated menu case sign, 1 externally illuminated fascia sign, 1 non illuminated projecting sign, 1 non illuminated door plaque, 6 non illuminated fascia sign and 7 static floodlights. (Full and LBC applications)
 Cllr Trundle **proposed, seconded** by Cllr Johnson **No Objection. Agreed**
- 79.2** **DC/23/2070 – 18 Coombe Road** – Erection of a first - floor rear extension. Internal alteration with installation of new windows and doors.
 Cllr Trundle **proposed, seconded** by Cllr Lloyd **No Objection. Agreed**
- P23/80** **LATE PLANS**
80.1 **DC/23/2056 – Gatewick Farm – Steyning Bypass** – Erection of 1 storage barn to replace existing storage containers.
 Cllr Trundle **proposed, seconded** by Cllr Foxwell **No Objection. Agreed** 6 for and 1 abstention.
- 80.2** **DC/23/2028 - 12 Rosemary Avenue** - Erection of a two storey side extension and dormer window to front and rear elevation.
 Cllr M Alexander **proposed, seconded** by Cllr Ballance **OBJECTION** Cllrs are concerned for the loss of accessible buildings in Steyning e.g. single storey buildings.
- P23/81** **ENFORCEMENT NOTIFICATIONS**
81.1 **EN/23/0488 30/10/2023 Bay Cottage Dog Lane** -Alleged: construction of carport is not in accordance with the plans approved under DC/22/0571 with regard to carport height and style of room.
 The available results of Enforcement Notifications have been emailed to the committee members.
- P23/82** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 82.1** **DC/23/1652 - The Chantry House, 34 Church Street** - Surgery to 1x Tulip and 1x Ash (Works to Trees in a Conservation Area)
- 82.2** **DC/23/1693 - The White Horse Inn 23 High Street** - Extension of existing patio area and installation of a pergola. Alterations to car park egress, parking arrangements and associated works. (Listed Building Consent)
- 82.3** **DC/23/1163 - 11 Stonecroft Tanyard Lane** - Erection of a single storey rear extension
- 82.4** **DC/23/1802 - Dingemans Court Shooting Field** - Fell 1x Birch

- 82.5 DC/23/1841 -15 Kings Stone Avenue** - Prior Approval for the erection of a single-storey rear larger home extension, which would project 6.00m from the rear elevation, comprising a maximum height of 4.00m and an eaves height of 3.00m
- 82.6 Withdrawn**
DC/22/2116 - 2 Thornscroft - Erection of a two-storey side extension. Conversion of loft to form habitable living space, incorporating hip to gable roof extension and creations of 2no dormers to front and rear.
- P23/83 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 83.1 Bookings** – The bookings for November have continued to be consistent. There have been all the usual extra bookings in the lead up to Christmas. The expected income is £6,042.38.
- 83.2 Film nights** – The November Film was ‘Allelujah’ there were 43 tickets sold after fees and refreshments were paid there was a loss of £130.33. The next film is in January and will be ‘The unlikely pilgrimage of Harold Fry’. Deputy Clerk to report on the income/expenditure for the films since April 23 and also overall since 2014 when the Films started.
- P23/84 FINANCE –**
- 84.1 Income and Expenditure for October 2023** - To agree the reports as a true record of the finances for October 2023.
 Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the financial reports for October as a true record. **Agreed.**
- P23/85** Cllr Trundle brought this item forward for discussion.
- 85.1 GREENING STEYNING REPORT** – to discuss the Potential Energy Saving Options for The Steyning Centre report.
 Geoff Barnard and Malcolm Duke attended the meeting to explain the Potential Energy Saving report.
 The suggested options given to reduce the energy costs and carbon saving measures are:
1. Upgrade the control system that is in use at present, rough cost £4,000 /£5,000.
 2. Fit a modern low carbon heating system £40,000 to £70,000.
 3. Install additional solar panels and battery storage. £15,000 to £30,000.
- 85.2** Following a long discussion Cllr Trundle **proposed, seconded** by Cllr Johnson to recommend to F&GP that the sum of £10,000 be put in the budget and for grants to be applied for a solar package range to be installed. **Agreed**
- 85.3** Cllr Trundle **proposed, seconded** by Cllr Johnson to get quotes for a solar and battery package. **Agreed.**
 Geoff and Malcolm were thanked for attending the meeting and their work to produce the report.
- P23/86 BUDGET 2024-25 – to discuss projects for consideration for 2024-25 budget.**
- 86.1** Following the last meeting discussions, a version 2 of the budget was created to include the automatic door mechanism replacement at £4221.00 and the floor polish at £2,271.00 (the deposit £2,271.00, has been paid in the 23/24 budget) were included into the budget. Increases for gas, electricity and Water bills were taken into account.t.
 Cllr Trundle **proposed, seconded** by Cllr Young to accept version 2 of the budget for 2024/25 **Agreed.**

P23/87 CORRESPONDENCE/INFORMATION.

87.1 Deputy Clerk to report on Martyn's Law legislation – SLCC held a meeting on 16th November to Inform of the new law that is going through legislation now. It follows the terrorist attack in Manchester in 2017. If it gets through parliament, it will affect the Steyning centre as it qualifies with an event hall that can hold events with over 100 attendees. There may well be expenditure for training of Caretakers and Staff. It is hoped that Government would help with grants for some of the expenditure if required. There is an Awareness E Learning training which the Deputy Clerk will investigate. Deputy Clerk will report back as soon as there is any further information.

87.2 **Variation of Premises Licence Application for the White Horse. Now that the planning application DC/23/1693 - The White Horse Inn 23 High Street - Extension of existing patio area and installation of a pergola. Alterations to car park egress, parking arrangements and associated works. (Listed Building Consent) has been permitted, they are seeking to be able to open at 8am for non-licensable activities, all other hours and activities remain unchanged. The committee had no comments that they wished to be sent to HDC.**

P23/88 DATE OF NEXT MEETING - Monday 18th December 2023 at 7.30pm

The Chairman closed the meeting at 9.09pm

Signed Chairman

Link to the meeting <https://youtu.be/TVPLnpZ8kLk>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 18TH DECEMBER 2023 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P23/89 APOLOGIES

89.1 Apologies were received from Cllr. Trundle, Lloyd and Foxwell

P23/90 DECLARATIONS OF INTEREST

90.1 There were no declarations of interest from Councillors

P23/91 QUESTIONS FROM THE FLOOR -

91.1 None

P23/92 MINUTES – to agree minutes of the last meeting on Monday 27th November 2023

92.1 Cllr Young **proposed, seconded** by Cllr Ballance to accept the minutes of 27th November 2023 as a true and fair record of the meeting. **Agreed.**

P23/93 MATTERS ARISING AND ACTIONS (taken as read)

93.1 77.1 – Bus Shelter ramp –. Deputy Clerk to obtain an estimate/quote to lower the floor of 1 bay in the bus shelter. 2 builders out of the 7 contacted have now been out on site, one quote has been received and another is awaited.

93.2 77.3 - Sound System - Phase 1 of the sound system was completed and Coombe Court is now able to have music via blue tooth. The new speakers have made a great improvement to the sound with the microphones. The new microphones have been purchased in the phase 1 package as there was some money left over out of the quoted £5,484.00. **Actioned.**

93.3 85.1 – Greening Steypning Report – the recommendation for F&GP to put £10,000 in the budget for a solar package was an agenda item for 12th December and has been agreed to be a consideration in the projects budget pot for 2024 – 25. **Actioned**

P23/94 PLANNING APPLICATIONS

94.1 DC/23/2107 – Musberry Lodge – 12 High Street – Erection of a single storey rear extension. Cllr Hanson **proposed, seconded** by Cllr Johnson **OBJECTION to the fabrics beings used and the overall design of the proposed extension as they are out of keeping with the street scene and the neighbouring properties within the Conservation area. Agreed**

94.2 DC/23/2170 - 58A High Street – Installation of 1 Non-illuminated fascia sign and 1 non-illuminated projecting sign (Listed Building Consent)
Cllr Hanson **proposed, seconded** by Cllr Ballance **No Objection. Agreed** 4 for and 1 against.

94.3 DC/23/2188– 8 De Braose Way – Extension of dormer windows to southern elevation (amendment to Application ref; DC/22/1681)
Cllr Hanson **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/95 LATE PLANS

95.1 DC/23/2254 - Horsebrook Cottage, Steyning Road – Variation of Condition 1 of previously approved application DC/20/1213 (Erection of a double storey rear extension to existing double garage (Householder Application) Amend the floor plan and external appearance to incorporate a new side extension/dormer.
Cllr Hanson **proposed, seconded** by Cllr Johnson **OBJECTION on the grounds that amending the existing plans, Cllrs feel that it should instead be getting full planning permission for an annex extension, Cllrs also feel that water neutrality consent is required for the proposed extension. Agreed.**

95.2 DC/23/2231 - 56A High Street – Replacement windows and doors. Repainting of the front elevation (Listed Building Consent)
Cllr Ballance **proposed, seconded** by Cllr Hanson **No Objection** providing the same width glazing is used and like for like window bars are used. **Agreed .**

95.3 DC/23/2215 & 2216 - 56A High Street – Change of use of first floor and part of ground floor from commercial to 2 bed dwelling house including internal alterations (full planning and Listed Building Consent).
Cllr Hanson **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/96 PLANNING DECISIONS FROM HDC and SDNP Permitted

96.1 DC/23/1837 - Yew Tree Cottage Horsham Road - Surgery to 1x Thuja (Work to Trees in a Conservation Area)

96.2 DC/23/1881 - Gatewick Church Lane - Surgery to 1x Silver Birch, 1x Portuguese Laurel, and 1x Field Maple Acer (Works to Trees in a Conservation Area)

Refused.

96.3 DC/23/0627 - Wappingthorn Lodge Horsham Road - Extensions, alterations and change of use of stables, garage and machinery store to form 1no dwellinghouse.

Withdrawn

96.4 DC/23/1582 - 61 Kings Stone Avenue - Erection of a detached single storey annex at the rear of the garden including the extension of the residential curtilage and installation of retaining walls and terracing (Part Retrospective)

P23/97 ENFORCEMENT NOTIFICATIONS

97.1 None for this meeting

P23/98 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

98.1 Bookings – The bookings are still going well. The Martial Arts Training sessions cancelled their booking for weekly meetings in Saxon room but we have taken a new booking for a monthly Evening in Saxon Room The expected income for December is £3,540.

98.2 **Film nights** – There was no film in December. The film for January will be ‘The Unexpected Pilgrimage of Harold Fry’. Tickets are on sale from the office.

P23/99 FINANCE –

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

Cllr Hanson **proposed, seconded** by Cllr Ballance to accept the financial reports for November as a true record. **Agreed.**

99.2 **Flat Roof** – To discuss worsening roof leak issues and agree a way forward. A quote to apply Acropol to the roof was considered but Cllrs were unsure how long this measure would last. Cllr Hanson **proposed seconded** by Cllr Alexander that the Deputy Clerk request 2 further quotes for repairing the roof. **Agreed.**

P23/100 CORRESPONDENCE/INFORMATION.

100.1 **Consultation on the Local Validation Requirement, Local Requirements.** HDC have opened their consultation on the Validation requirements within the National Policy Framework (NPPF). the document can be found on the HDC consultations page. The closing date is by 4pm on 5th January 2024.

100.2 A letter from South Downs National Park concerning the Draft Settlement Facilities Assessment and requesting the Council to review the assessment of the settlement of the facilities records across the National Park. Cllr Johnson has checked the document and has requested that the library be added for Steyning. Deputy Clerk to look into this and amend the proforma before 31st January.

P23/101 DATE OF NEXT MEETING - Monday 22nd January 2024 at 7.30pm

The Chairman closed the meeting at 8.28pm

Signed Chairman

Link to the meeting <https://youtu.be/vrUblCZLtwM>
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND JANUARY 2024 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: None

Clerk – Hazel Roxby

DRAFT MINUTES

P23/102 APOLOGIES

102.1 Apologies were received from Cllrs Lloyd and Foxwell

P23/103 DECLARATIONS OF INTEREST

103.1 There were no declarations of interest from Councillors

P23/104 QUESTIONS FROM THE FLOOR -

104.1 None

P23/105 MINUTES – to agree minutes of the last meeting on Monday 18th December 2023

105.1 Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 18th December 2023 as a true and fair record of the meeting. **Agreed.**

P23/106 MATTERS ARISING AND ACTIONS (taken as read)

106.1 **93.1 – Bus Shelter ramp** – 2 builders out of the 7 contacted have now been out on site and 2 quotes have been received. Agenda Item 11.3

106.2 **93.3 – Greening Steypning Report** – the recommendation for F&GP to put £10,000 in the budget for a solar package was an agenda item for 12th December. **Actioned**

106.3 **99.2 Flat roof quote** - Agenda Item 11.3

106.4 **100.2 South Downs National Park Draft Settlement Facilities Assessment** – Deputy Clerk was asked to amend the proforma. Actioned and sent back.

P23/107 PLANNING APPLICATIONS

107.1 **DC/23/2266 –New Brambles, 46a Goring Road** – Erection of a single storey rear extension. Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**

107.2 **DC/23/2295 – 71 High Street** - Fell 1 Western Red Cedar (Thuja Plicata), Surgery 1 Thuja/Holly Mixed Hedge, Surgery 1 Bay (Taurus Nobilis) (Works to trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection.** Cllrs suggest, and ask that the Arboricultural Officer considers that the roots to tree be ground out to prevent any future damage to the nearby drain system. **Agreed**

- 107.3 DC/24/0040 – 59 Kings Barn Lane** – Replacement roof over existing garage forming room in roof space
Cllr Trundle **proposed, seconded** by Cllr M Alexander **No Objection. Agreed.**
- 107.4 DC/23/2124 – 61 Kings Stone Avenue** - Change of use of Annex (Class C3) to air b&b (Class C1) and extension of the land/residential curtilage to the east.
Cllr Trundle **proposed, seconded** by Cllr Ballance **OBJECTION Due to the lack of definitive evidence of the ownership of the curtilage and overdevelopment of the garden area. Cllrs are concerned that the building is too close to the boundary making it impossible to carry out future maintenance. Agreed**
- P23/108 LATE PLANS**
- 108.1 DC/23/2161 - 11 Church Street** - Change of Use from Educational offices, archives and reception area to co-working space (Offices/Studios).
Cllr Young **proposed, seconded** by Cllr Trundle **No Objection. Agreed.**
- P23/109 PLANNING DECISIONS FROM HDC and SDNP Permitted**
- 109.1 SDNP/23/02314/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 extension) Variation sought to incorporate additional designs to part of approval proposals and amalgamation of additional drawings to reflect minor changes to approved design of granary.
- 109.2 DC/23/1952 – Ash Lea, Coxham Lane** – Fell 1 Ash Tree.
- 109.3 DC/23/1985 – 38 Market Field** – Surgery to 1 Acer (Sycamore)
- 109.4 DC/23/1692 - The White Horse Inn 23 High Street** - Extension of existing patio area and installation of a pergola. Alterations to car park egress, parking arrangements and associated works. (Full Application)
DC/23/2107 - Musberry Lodge 12 High Street - Erection of a single storey rear extension.
- Withdrawn**
- 109.5 DC/23/2028 - 12 Rosemary Avenue** - Erection of a two-storey side extension and dormer windows to the front and rear roof slope. Single-storey rear extension and open porch over front door.
- P23/110 ENFORCEMENT NOTIFICATIONS**
- 110.1** None for this meeting
- P23/111 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 111.1 Bookings** – The bookings are still going well. Bright Lights Comedy are back at the end of January for a comedy night after a summer and Autumn break. The expected income for January is £4,622.74.
- 111.2 Film nights** – The film for January was ‘The Unexpected Pilgrimage of Harold Fry’. 44 tickets were sold, once the fees were paid there was a loss of £110.00. The film for February will be ‘The Great Escaper’ which is based on a true story, which have always proved to be very popular in the past. It was queried at the last meeting what the losses were for this financial year on the film nights. The current year has so far made a loss of £146.39 however there are still February and March films to go. The film nights began in 2014 and over the years the profit made has been in the region £12,000. The Community film nights has always been praised for being a fantastic contribution to the community held by the council and on many occasions over the years (before covid) would very often have over 120 people attending each month.

- 111.3 Automatic Door service** – The annual service was carried out on 4th January. The left hand pump is noisy and losing oil. A replacement system has been budgeted for in the precept for 2024/25. Once the precept is received an order will be made for the replacement system.
- 111.4 Annual Service of Gas Cookers in Coombe Court** – Report from the service carried out on 11th January 2024. The 3 gas cookers are all working well and there are no issues to be dealt with.
- P23/112 FINANCE –**
- 112.1 Income and Expenditure for December 2023** - To agree the reports as a true record of the finances for December 2023.
Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the financial reports for December as a true record. **Agreed.**
- 112.2 Flat Roof** – To discuss quotes received and agree the way forward.
2 quotes for repairs have been received at £700 and £1,500
2 quotes have been received to replace the felt to the upper section of the roof the quotes are £2,200 and £2,450 Plus VAT.
Cllr Young **proposed seconded** by Cllr Johnson to accept the estimate to completely re-felt the upper roof at the cost of £2450 plus VAT. **Agreed.**
- 112.3 Bus Shelter quotes** - report on quotes received.
2 quotes have been received at £13,170. plus VAT and £22,000 plus VAT. Deputy Clerk informed that possible traffic management and permission costs from WSCC were not included in the quotes so it is likely the costs would increase.
Cllr Johnson **proposed, seconded** by Cllr Young that, in principle, accept the lower quote and report the costs to F&GP, with queries on the handrail and floor tile prices, Cllrs would be looking to reduce the costs by revising the spec and would seek to explore external funding. **Agreed.**
- 112.4 Hall Price increase for 2025/26** – to discuss and agree price increases for April 2025 to March 2026 to enable bookings to be made for that period.
The supporting paper shows the price increase options at 3, 4 and 5% on to the 2024/25 price which starts on 1st April. The price increase is requested now as the bookings for 2025/26 are already being requested, the regular customers always booking a year in advance as they plan their programmes and budgets now for the next year.
Cllr Hanson **proposed, seconded by** Cllr Johnson to increase the prices for 2025/26 by 3%. **Agreed.**
- P23/113 Horsham District Local Plan Regulation 19** - to discuss and agree a way forward, to compile response to the Consultation Period from 19th January to 1st March 2024.
At the Parish Council meeting on Monday 15th January the Planning and Premises committee were delegated to review and draft a response to be agreed and sent to HDC by 1st March.
A working party will be formed to meet as soon as possible to discuss and produce a response to be reported to Full Council on 19th February. Amendment if required can be agreed at the Planning and Premises Meeting of 26th February and response to be sent to HDC by 1st March.
- P23/114 CORRESPONDENCE/INFORMATION.**
- 114.1** HDC have requested for 1 representative from each parish to attend a Planning Peers Challenge Meeting on Wednesday 28th February from 5.45 to 6.45pm at Parkside, Chart Way Horsham. Cllr Ballance will attend the meeting on 28th February.

P23/115 DATE OF NEXT MEETING - Monday 26th February 2024 at 7.30pm

The Chairman closed the meeting at 9.11pm

Signed Chairman

Link to the meeting <https://youtu.be/zHN7UGlh3ng>



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MEETING OF THE PERSONNEL COMMITTEE

HELD ON 14TH DECEMBER 2023 AT 2PM AT THE STEYNING CENTRE

Present: Cllrs Young, Norcross, Lloyd, Linfield, Johnson and Bell

Clerk: John Fullbrook

Members of the public None

Meeting Commenced 6.30pm

MINUTES (Non - Confidential)

Pe/23/21 APOLOGIES FOR ABSENCE

21.1 There were apologies received from Cllr Mariella Alexander

Pe/23/22 DECLARATIONS OF INTEREST.

22.1 There were no declarations of interest from Cllrs.

Pe/23/23 QUESTIONS FROM THE FLOOR

23.1 None for this meeting

Pe/23/24 MINUTES OF PREVIOUS MEETING

24.1 Cllr Young **proposed, seconded** by Cllr Johnson that the Personnel Committee non - confidential minutes from 31ST October 2023 be accepted as a true and fair record. **Agreed 5 For, 1 Abstained**

Pe/23/25 INFORMATION AND CORRESPONDENCE ITEMS

25.1 None

Pe/23/26 CONFIDENTIAL SESSION

26.1 Cllr Young **proposed, seconded** by Cllr Lindfield 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/23/27 STAFFING MATTERS.

27.1 **Status of Occupational Health Request** - Members welcomed the progress report on the early retirement request, and understood that the local government pension scheme appointed independent registered medical practitioner needed first to complete an initial investigation, before a determination could be made as to what representative tier would be appropriate. When this was reported then the committee understood they would be in a position to recommend to council a course of action.

27.2 **Job Description and person specification agreement for new appointment** – An amended Job description and new person specification were presented as supporting papers and discussed and further amended. Other associated points were raised in connection with prospective duties, and motions proposed in order to progress their resolution.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 27.2.1** Cllr Young **proposed, seconded** by Cllr Bell that the clerk prepare options for flexible part-time working arrangements should {the individual} not be capable of completing the remaining {shifts}. **Agreed**
- 27.2.2** Cllr Young **proposed, seconded** by Cllr Bell that SPC accept the job description (inc. person specification) as per the supporting papers and with the amendments included as discussed. **Agreed**
- 3.04pm** *Cllr Bell left the meeting at this point, having given apologies for having to attend a previous engagement*
- 27.2.3** Cllr Young **proposed, seconded** by Cllr Lindfield that the clerk investigates an out of hours alarm call out service {Intruder alarm} and bring back options to F&GP committee for agreement. **Agreed**
- 27.3** **Advert for Job vacancy, to agree where the advert ought to be placed and the likely costs** – Following the agreement of the job description members considered the timescales involved with this particular staff selection process and erred on the side of ensuring the best spread of publicity was undertaken so that an appointment had the best chance of being completed at the first time of asking. Members were also appraised of a range of costs involved with different advertisers.
- 27.3.1** Cllr Young **proposed, seconded** by Cllr Lindfield that the Clerk place the job advert {Deputy Clerk and Steyning Centre Operations Manager} with NALC {at premium rate @ £300 +VAT}, Indeed {Zero cost}, and HDC {Zero Cost} and any other low-cost publicity arrangement as necessary. **Agreed**
- 27.3.2** Cllr Young **proposed, seconded** by Cllr Johnson that the clerk ensures the Job advert goes out as soon as is possible from the beginning of January. **Agreed**
In terms of timescales, the members worked their way back from likely appointment date and taking into account the Christmas / New Year break, it was suggested the Clerk begin to send out adverts to prospective publicity organisations by the end of the 21st of December.

Pe/23/28 Date of next Full Council Meeting: Monday 15th January 2024

The meeting closed at 3.31pm

Signed **Date of next personnel meeting to be confirmed**

Chair

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 15TH FEBRUARY 2023 AT 11.15 AM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public None

Meeting Commenced 11.18 am

DRAFT MINUTES (Non - Confidential)

Pe/23/29 APOLOGIES FOR ABSENCE

29.1 There were apologies received from Cllrs Johnson and Bell.

Pe/23/30 DECLARATIONS OF INTEREST.

30.1 There were no declarations of interest from Cllrs.

Pe/23/31 QUESTIONS FROM THE FLOOR

31.1 None for this meeting

Pe/23/32 MINUTES OF PREVIOUS MEETING

32.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non - confidential minutes from 14th December 2023 be accepted as a true and fair record. **Agreed**

Pe/23/33 INFORMATION AND CORRESPONDENCE ITEMS

33.1 None

Pe/23/34 CONFIDENTIAL SESSION

34.1 Cllr Young **proposed, seconded** by Cllr Lindfield 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/23/35 STAFFING MATTERS.

35.1.1 **Status of Occupational Health Request** - Members welcomed the progress report on the early retirement request, and understood that the local government pension scheme appointed independent registered medical practitioner had carried out a full and independent assessment – The report of which was part of the confidential supporting papers.

35.1.2 Cllr Young **proposed, seconded** by Cllr Norcross that SPC Personnel Committee recommends to Full Council that SPC accept the advice of the independent medical practitioner and grant {the employee} the tier one ill health early retirement pension figure. **Agreed**

- 35.2.1 New Employment selection process** – Members were presented, via supporting papers with the details of the procedures undertaken so far, including a summary of the job adverts and initial response rate. The closing date for the position was the 9th February '24. There were 14 applications for the position that had been submitted to the office and there were four candidates to be interviewed. Members considered the details of those due to be invited for interview, plus who was to take part in the interview panel.
- 35.2.2** Cllr Young **proposed, seconded** by Cllr Norcross that the interview panel consists of the Clerk, the Chair of the Personnel Committee {Cllr Chris Young}, and Cllr Richard Bell if he was available, with Cllr Charlotte Lloyd as a reserve. **Agreed**
- 35.2.3** Cllr Young **proposed, seconded** by Cllr Norcross that Personnel Committee recommend to Full Council that the Selection panel have delegated authority to appoint the successful candidate for a three-month probationary period, with SPC Full Council approving the appointment subject to the satisfactory completion of the three-month probationary period. And that two personnel committee members be part of the probationary period appraisal panel. **Agreed**

Pe/23/36 Date of next Full Council Meeting: Monday 19th February 2024

The meeting closed at 11.38am

Signed **Date of next personnel meeting to be confirmed**

Chair

New Employment Selection process

Briefing Note – summary of the process so far

- The job adverts went out on WSALC, NALC, HDC and 'Indeed' platforms both just before and just after the Christmas break.
- There was a reasonably good response with 30 odd requests for job description, person spec' and application forms.
- The closing date was set as the 9th February, and fortunately there was a late run of applications taking the final list of candidates to 14.
- Four candidates have been selected for progression to the interview stage (plus one reserve if any of the original 4 decline the invitation).
- Interviews will be approx. 1 hour in duration with a 5-minute presentation task, a show round and formal interview in front of it is hoped a three-person 'Selection panel' of Clerk, Chair of Personnel Committee and one other volunteer Cllr from the Personnel Committee. {Taking place in the Clerk's office}
- Suggested times are as follows 10 am; 11.15am; 12.30pm and 2.15pm with a reserve time slot of 3.30pm if necessary.
- Suggested dates are either **28th of February** {First Choice} or possibly 27th February.
- With a reserve date of the 4th March if any candidates cannot make the requested date and yet there is an agreed need to interview them. (if a strong candidate)
- Interview questions will relate mainly to the candidate's suitability for the role; the details noted within the application form and questions raised from previous employment history; what the candidate will bring to the role and any changes the candidate might consider helping make {some of this could be based upon the first impressions following the Community Centre show round}. Plus, anything else the Cllr member interviewers want to use.

We need to approve the last {35.2.3} Personnel Committee agreement please {Extract from the Personnel Committee minutes}

- 35.2.1** *New Employment selection process – Members considered the details of those due to be invited for interview, plus who was to take part in the interview panel.*
- 35.2.2** *Cllr Young **proposed, seconded** by Cllr Norcross that the interview panel consists of the Clerk, the Chair of the Personnel Committee {Cllr Chris Young}, and Cllr Richard Bell if he was available, with Cllr Charlotte Lloyd as a reserve. **Agreed***
- 35.2.3** *Cllr Young **proposed, seconded** by Cllr Norcross that Personnel Committee recommend to Full Council that the Selection panel have delegated authority to appoint the successful candidate for a three-month probationary period, with SPC Full Council approving the appointment subject to the satisfactory completion of the three-month probationary period. And that two personnel committee members be part of the probationary period appraisal panel. **Agreed***