
MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th March 2024 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 3

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/23/72 APOLOGIES FOR ABSENCE

72.1 Apologies were received from Cllrs Trundle and Foxwell.

F&GP/23/73 DECLARATIONS OF INTEREST AND DISPENSATIONS

73.1 Cllr I Alexander declared an interest in Agenda item 6.4, as it was a grant request from an organisation he was a member of, and therefore said he would not take part in the discussion or vote.

F&GP/23/74 QUESTIONS FROM THE FLOOR {in summary}

74.1 ***Q** - Trevor Cree made a statement concerning agenda item 7.4 with reference to the recent drafting of a Steyning Parish Council leaflet which attempted to highlight to residents what each tier of Local Council {Parish, District and County} were responsible for undertaking. He pointed out that because it only listed some, not all, of the things each council was responsible for, in his opinion, it served to confuse rather than clarify the position. He gave examples, and suggested the leaflet was costly and not value for money and that all the information could be placed on Parish Council Notice boards instead.*

***A** – The Chairman replied that the contents of the leaflet were to be discussed by members under that item later in the meeting, and that at £25 for the planned 200 leaflet quantity, it was not costly at all.*

F&GP/23/75 MINUTES OF PREVIOUS MEETING

75.1 Cllr S Alexander **proposed, seconded** by Cllr Norcross that the draft minutes of the meeting held on the 9th January 2024 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**

F&GP/23/76 MATTERS ARISING AND ACTIONS – *These items taken as read*

76.1 Clerk bringing back to F&GP consideration of 24/25 projects – **See item 77.1**

76.2 To discuss Earmarking of Reserves options – **See item 77.1**

76.3 SPC Budget recommendations taken to be agreed at Full Council – **Actioned**

76.4 New phone system to be installed at the Steyning Centre – **Actioned**

76.5 To pay £600 grant to the Hope Charity with services based in Steyning – **Actioned**

76.6 To continue to discuss options for 2024 High Street Christmas light displays – **See item 78.1**

76.7 Youth service provision recommendations taken to SPC Full C. for agreement – **Actioned**

76.8 Ensure Community Engagement group consider items noted at last F&GP meeting – **Item 78.4**

F&GP/23/77 FINANCIAL MATTERS.

- 77.1.1** **To consider SPC projects for 2024/25, and earmarking reserves for 2024.** The Clerk explained, assisted by reference to a supporting paper, the timeline which members needed to consider in terms of agreement as to what were to be the priority projects for the next financial year 24/25, and why there was a need in the first instance to agree to earmark reserves, so that at years end, and with the understanding of the latest financial position, the annual Business Plan could be concluded. Members could then gain an idea as to what funds were available for the completion of projects for that year and this would lead to project priority agreement, and this would precipitate SPC Action Plan compilation and agreement. **CLERK**
- 77.1.2** The list of projects being considered included MPF Play area renewal; Chandlers Way Play Park development; High Street Christmas lighting display; MPF Charlton Street entrance re-surfacing; MPF Car Park bollards and planter installation; MPF notice/story boards; Steyning Centre energy cost & carbon saving measures; CCTV enhancement/installation; Bus Shelter improvements; Neighbourhood Plan update; Mouse Lane funding application; Climate Action Travel Plan; White Bridge renewal support; and Youth Service Business start-up.
- 77.1.3** Cllr Campbell raised a point of order stating he did not believe this was an appropriate item to be discussed at Finance and General Purposes Committee as he did not think it was within the committees delegated responsibility to do so. The Clerk and Chairman explained that this item was integral to the formation of the annual SPC Business Plan which was within the committee's remit.
- 77.1.4** The only item currently considered for earmarking was the SPC 'Youth Service' unspent funds. This was being transferred into the new JPYC bank account as previously agreed. It needed to be shown as an earmarked reserve however, as it was intended for just this purpose. The precise amount would be determined at 'Years end' and would depend both upon contributions from other partner Parishes, and the percentage that SPC would be due based upon the agreed 'Memorandum of Understanding'.
- 77.1.5** Cllr Campbell raised a point of order, stating that in his opinion 'agreeing earmarking of funds' does not fall within the delegated authority of this committee. The Clerk explained that it was an integral part of budget planning and the Business Plan compilation process.
- 77.1.6** Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC remove the remaining Youth Services budget from its budget line, and place it under an 'Earmarked Reserve' for the Youth services, ideally to be moved into the new separate account as and when required. **Agreed 4 For, 3 Abstained** **CLERK**
- 77.2** **Income and expenditure reports for F&GP, covering December '23 and January 2024.** Members queried a number of budget line performances and the Chairman and Clerk explained reasons for variations. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC accepts the F&GP income and expenditure reports for December and January. **Agreed**
- 77.3** **To approve the SPC Payments lists for December 2023 and January 2024.** The Chairman explained some of the larger payments noted. Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC accept the December '23 and January 2024 SPC Payment lists. **Agreed**
- 77.4.1** **To agree final 23/24 grant requests from local groups.** There were four requests for grant funding and there was £1,530 left within the budget line for this financial year. The Chairman suggested prioritising two of the requests for lesser amounts based upon the fact that SPC had agreed similar requests from these groups in previous years. These were Application 1 – Steyning Community Orchard to cover annual insurance costs @ £157, and Application 3 – Steyning and District Partnership to cover publicity costs for the Vintage Revival event @ £250. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC accepts grant request 1, and grant request 3. **Agreed 6 For 1 Abstained** **CLERK**

77.4.2	Following the previous agreement members were left with a budget of £1,123 and two grant requests totalling £1,300. It was felt that both applications were very good projects. Cllr Campbell stated that in his opinion making a discretionary decision without having access to more information about the groups accounts was unlawful, and that the clerk was improperly withholding information. The Chairman explained he and the Clerk had seen the accounts for both groups and there was nothing warranting any concern. The Clerk further explained SPC as a council agrees policies to help make its decisions and that in this instance the committee and Clerk were following the details of the agreed SPC Grant Awarding Policy and therefore nothing was being improperly withheld, nor would the decision be unlawful.	
77.4.3	Members discussed the merits of the two remaining applicants. Cllr S Alexander proposed, seconded by Cllr Bell that SPC award the £500 to Steyning Good Neighbours {Grant request 4, to cover 33 of the initial 90 driver registrations required by its volunteers}, and award the remaining budget of £623 to grant request 2 - the Steyning Bowls Club {to cover costs for a new sprinkler system which would reduce water consumption}. Agreed 6 For, 1 Abstention	
77.5	To discuss future project aspirations for the F&GP Committee. Members further discussed the already proposed Mouse Lane project.	
F&GP/23/78	GOVERNANCE AND COMMUNITY MATTERS	
78.1	To consider next year's Christmas light display on the Steyning High Street. Councillors had not brought forward any new ideas for the Clerks office to investigate, nor had the existing supplier provided the options requested by the Clerk, so this to be discussed at next F&GP. Cllr Campbell stated he did not believe this item should be discussed by F&GP, rather it should be discussed by Community Committee. The Chairman and Clerk explained that F&GP dealt with contracts and that this was indeed a contract, and also that F&GP looked after the Christmas Light display budgets.	CLERK
78.2	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. There was progress on almost every line but some lines were falling behind the original timeframe, and the Clerk and Chairman explained reasons for this. Cllr Bell suggested these reasons should be noted within the 'Risks to Timescale' column and the Clerk agreed. Concern was raised particularly with the Clock Face {on the Clock Tower} maintenance, which will be discussed in more detail next meeting, and the CCTV contractor who was producing the scope of works and the first quote for the proposed installations – Clerk and Chairman to continue to chase, and to reconvene a working party in the meantime, to progress a scope of works which can be used by other contractors.	CLERK & Chairman
78.3	To consider the offer for a free portrait of the King. Cllr S Alexander proposed, seconded by Cllr I Alexander, that SPC accept the free portrait of the King and that it is displayed at the Steyning Centre. Agreed 5 For, 1 Against and 1 Abstained.	CLERK
78.4.1	To consider the work undertaken, following the first meeting of the Community Engagement Group, and to agree the next message/s for the group to be working on. The Group convened on the 22 nd February and agreed representation arrangements for the March Farmers Market; the Clerk actioned some display boards for this and future farmers markets; and the group agreed that Cllr S Alexander draft a leaflet which promoted a theme which would highlight and help define to residents 'Whose responsibility is it' when considering the services offered by each tier of local council. It was also suggested that when the final version of this leaflet was agreed then it would accompany the responses made by the Clerk to those residents who wrote notes into the suggestion box. Many amendments were discussed and by general consent many were noted to be actioned. Cllr S Alexander proposed, seconded by Cllr Ballance that subject to the amendments {members} have discussed, SPC accept the drafted {leaflet}, and prepare it for the next Farmers Market and for the {Steyning Centre} foyer. Agreed	CLERK
78.4.2	Members discussed what the next message or messages ought to be for the group to consider. Cllr S Alexander proposed, seconded by Cllr I Alexander that community engagement groups next messages ought to be the Youth Services and the Annual Parish Meeting promotions. Agreed	CLERK

- 78.5 To agree Community Com. recommendation concerning Full Council presentation request.**
Cllr S Alexander **proposed, seconded** by Cllr Campbell that SPC accept the presentation concerning 'Creating a local Cycling & Walking Infrastructure Plan for Steyning, Bramber and Upper Beeding. **Agreed 6 For, 1 Abstained**
- F&GP/23/79 PROGRESS REPORT**
- 79.1** *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
- 79.2** *F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with new deputy clerk when in post.* CLERK
- 79.3** *F&GP/22/68.3 Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership – Ongoing – to be arranged when Partnership members more available.* CLERK
- F&GP/23/80 INFORMATION/CORRESPONDENCE ITEMS**
- 80.1** **Information from WSCC Cllr Linehan concerning the Steyning Library.** The information received via supporting papers noted closure of the Library for 8 days, from the 19th March, due to a new Fire Alarm installation. CLERK
- 80.2** **Clock Tower clock mechanism maintenance.** The Chairman explained via supporting papers, the reasons for the recent issues with the town's clock which has resulted in it slowing or stopping altogether. Engineers to be back to repair within the next week or so. CLERK
- F&GP/23/81 CONFIDENTIAL SESSION**
- 81.1** 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 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**
- F&GP/23/82 STAFFING MATTERS**
- 82.1** **To agree the amended Deputy Clerk and Steyning Centre Operations Manager staff contract.** CLERK
NALC had recently drafted a new 'Template for employment' and the Clerks' office had amended it for use for the new Deputy Clerk position based upon the already agreed Job Description and previous contract. Members considered the document. Cllr S Alexander **proposed, seconded** by Cllr Bell that subject to the amendments including changing {numbered point} vii to vi, and to add the word 'additional', that the new contract be recommended to Full Council for agreement. **Agreed 6 For, 1 Abstained**
- 82.2** **Clerk to notify members as to the details concerning the recent SPC staff selection process.** CLERK
The successful process was almost completed with a proposed start date of the 15th April.
- 82.3** **To be notified as to the JPYC selection process for the recruitment of Youth Service staff.** CLERK
The Clerk informed members that the three Youth Service positions were being advertised, and the process was being assisted by the HDC Youth Provision Worker and the Upper Beeding Clerk.
- F&GP/23/83 DATE OF NEXT MEETING – 14th May 2024 @7.30pm.**
- The Chair closed the meeting at 8.59pm*

Signed Date 14th May 2024
Chair

A video recording of this meeting can be found using this link ;
<https://youtu.be/Kss4sfYKK5E>

Considering SPC Projects for 2024/25 and to agree Earmarking Reserves for '24

Briefing Note

Forward Planning for Projects and Business/ Action Plan

For the June F&GP meeting we will need to agree the annual SPC Business plan {including Action plan} for the next year – {June 24-25}. To do this we will need to know the SPC End of Year Balance and have agreed plans for the list of projects for the next year and how we intend to pay for these projects.

We have already briefly discussed the projects for next year at all of the subcommittees, and it is proposed that members look to agree in principle what these projects are to be at this May F&GP meeting, so that the clerk can prepare a final Draft Business Plan paper for members for the June meeting.

Current List of Priority Projects for 24/25 includes:

MPF Play Area Renewal

Chandlers Way Play Park Development

High Street Christmas Lighting Display

MPF Charlton Street entrance re-surfacing

MPF Car Park Bollards and possible planter installation

MPF Entrance notice / storyboards

Stepping Centre energy cost & Carbon saving measures

CCTV enhancement/ installation

Bus Shelter improvements

Mouse Lane Funding application

Climate Action Travel Plan support

Youth Services Business 'Start-up'

Stepping Car Park and signage developments

Stepping TRO developments x 5

High St Clock Maintenance

{Neighbourhood Plan Update}

Earmarked Reserve Proposal

In order to complete the SPC Annual Business Plan, we need to agree the list of SPC Earmarked Reserves. Many of the existing Earmarked Reserve budgets have been called upon this year with LED lighting, Steyning Centre Audio / Visual, Allotment Access Improvement and Election Reserve funds all being utilised.

It is proposed to agree three additional Earmarked Reserves for next year – that of

Description	Amount	Reason
1. Marley Shed Roof	- £500	This amount has been donated to us last year and should be used for the maintenance of this roof.
2. Neighbourhood Plan	- £1,555	These are unspent funds for work to be undertaken by the Neighbourhood Plan Steering Committee – hopefully this coming year
3. Steyning Centre Sinking Fund	- £5,000	Funds set aside to offset long term depreciation of the Steyning Centre depreciation

Could we agree these figures please.

At the June F&GP meeting we will return to this item to see if members want to consider any other reserves to be earmarked – and to do this we will look at the final figures from the current year as a whole, both in terms of Current Earmarked Reserves and also all the SPC year-end budget lines.

There follows a copy of last year's Business plan for reference only at this point.

The SPC Business Plan {Action Plan} - 2023/24

Introduction

The SPC Strategic Plan 2022 concerns itself with outlining the nature of the day-to-day services and support SPC aims to offer its residents. This Business plan 2023/24 will define more specifically what your Council wants to achieve in the forthcoming year, whilst also outlining some of its longer-term goals. It will state an agreed SPC Finance Plan, a list of projects and special services or other undertakings it has agreed are to be prioritised for completion this year and into the next, and finally it will define an 'Action Plan' which will provide a sense of direction and outline measurable goals to be followed by the Council to allow it to continue to maintain its focus on the task at hand.

1. SPC Finance Plan

Purpose

The purpose of this Finance Plan is to set out how the Parish Council will determine and review its level of reserves in so far as it relates to the council's agreed annual 'Action Plan'. It will also set out a guide to its Annual Budget-setting process and the management of its Reserve Funds.

Sections 32, 43 and 50 of the Local Government Finance Act 1992 require local authorities to maintain adequate financial reserves in order to meet the needs of the organisation and to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget and precept requirement. The Council's policy on the maintenance and adequacy of reserves and balances will be considered annually and agreed on by approval of this Business Plan.

The SPC Annual Budget

The SPC Responsible Finance Officer prepares draft annual budget papers for councillors to deliberate upon at each of the three sub-committees that hold the delegated responsibility for their combined revenue and expenditure. Then finally and in line with a timeframe and process determined by the F&GP Committee each autumn, the budget for the following financial year (Beginning each April) is agreed the preceding January. The Budget agreement needs to be concluded by Full Council before the end of January so that the SPC Responsible Finance Officer can determine the Council's Precept and therefore make the appropriate application to Horsham District Council. The Budget quantifies expected income totals and determines the expenditure required to cover the cost of goods and services which the Council has agreed it wants to supply for the benefit of the Steyning Parish residents in line with what has been identified via this business plan and whatever additional ideas, plans and projects it wants to deliver for its residents for the forthcoming year.

SPC Reserves

The council holds funds in its three bank accounts that in total, and over and above that which is set aside for its annual budgetary commitments, amount to a figure that is termed the SPC Reserves. Reserves can be broken down into two different categories. These are the General Reserves, which are funds that do not have any restrictions as to their use and the Earmarked Reserves which are funds that can be held for several reasons and the amounts are intended to be restricted for that agreed use.

As at 2022/23 Year End, the Total SPC Reserves were £ 299,465.00.

General Reserves

These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, avoid unnecessary temporary borrowing, or can be held in case of unexpected events or emergencies. The level of general reserves is a matter of judgement based upon advice from its RFO and this advice is routinely based upon all available guidance from NALC, Internal Auditors and other contextual advisories. Historically, SPC has determined it will keep its General Reserves at between 40% to 60% of its budgeted Annual Expenditure, or more often a suggested 50% approx. Since 2017 SPC has also determined that one of its three Bank Accounts should hold an 'Emergency Reserve' of £80,000 as part of its General Reserves. In 2020 it determined that this account be modified to one that can accrue interest. In June 2023 it determined that the amount in this account should reflect the agreed level of General Reserves minus Earmarked Reserves – this therefore leaving this account representative of the agreed SPC Emergency Reserve {should not be used other than in absolute emergencies and then in order to cover expenses which could not be met by any other means}, and that this amount be 4 months' worth of the net revenue expenditure, which as of 2023/24 was agreed at £113K.

Earmarked Reserves

These reserves must be reviewed during the annual budget setting process and then established and agreed at F&GP Committee subject to a confirmed Budget for the year ahead, an agreed list of planned projects and an understanding of the 'Year End Reserve' figures. Earmarked Reserves will therefore be established on a 'needs' basis, in line with anticipated requirements. They are also a means of building up funds over several years to deliver a defined project, cover predicted liabilities or for known significant expenditure. The council, when establishing an Earmarked Reserve, will set out an estimate as to the likely costs of the known expenditure, project or liability and the reason or purpose of the reserve. The how and when it is to be used will be more clearly defined within the annual 'Action Plan' noted below.

Some Earmarked Reserves can be designated as 'Ring Fenced' – These are monies or grants allocated for a specific project and cannot be used for any other purpose and until there is little or none left.

Earmarked Reserves as per agreed at F&GP Committee on the 13th June 2023 as follows: -

Cemetery Committee Accounts These funds to be used by Joint Cemetery Committee only.	£58,781	{Ring Fenced}
Neighbourhood Plan These funds are to cover ongoing costs from the Neighbourhood Planning Consultant	£1,118	
HR Services These funds are to cover admin costs associated with upgrading Part Time Staff Contracts	£3,743	
LED Lighting Upgrades This is what remains from a grant from Rampion, and must be spent on increasing energy efficiency	£1,142	{Ring Fenced}
MPF / Allot Access This was a designated project fund from the 2019/21 Budget.	£2,000	{Ring Fenced}
CIL Monies These funds can only be used for projects when agreed parameters are met.	£10,201	{Ring Fenced}

Bus Shelter Notice Boards This was a designated project fund from the 2019/21 Budget.	£1,000	{Ring Fenced}
Legal Fees Funds to cover Land registry works by the SPC Solicitor	£5,000	
High St. Notice board relocation Funds to cover relocation, new posts and possibly new board.	£1,500	
Steyping Centre Audio- Visual upgrade Funds to cover the completion of this project.	£3,877	{Ring Fenced}
Clock Tower Maintenance Funds to cover completion of this project – Assist with scaffolding and renovate clock faces.	£5,000	{Ring Fenced}
Steyping Centre ‘Sinking Fund’ Funds to cover large long term essential maintenance items	£5,000	{Ring Fenced}
Tree Reports & Essential Works Funds covering works to complete the necessary maintenance highlighted by the Tree report.	£6,750	
TOTAL EARMARKED RESERVES	£105,112.00	

As at 2022/23 Year End this leaves a General Reserve figure of £194,353.00.

With an agreed Emergency Reserve of £113K, this leaves the SPC with a potential working capital for non-earmarked reserve projects of £81,353 for the year 2023/24.

2. SPC List of Projects and Planned Services for 2023/24

This list includes all significant projects and planned additional services for the year ahead. It is a list determined by agreements at SPC Committee's or Council and as per funds set aside within the Budget and the associate list of projects being agreed at F&GP Committee on the 11th July '23, as well as the aforementioned projects and services agreed to be financed through the Earmarked Reserves. This list has also been determined under five principles of goal setting. These being that the projects are **Specific** in that they are well defined; they are **Achievable** given there are no unreasonable or very unusual situations arise to stop this from happening, and because funds are available and already earmarked to allow completion; they are **Measurable** in that each stage of the 'Action Plan' can be followed and 'ticked off' on completion; they are **Realistic** in that there should be enough time and appropriate resources available to complete them; and they are **Time-Bound** as per detailed within the 'Action Plan' table below.

- **Joint Parishes Youth Service** — Complete a new Business Plan which enables the Youth Service provision to continue, after the loss of the previous provider in June '23.
- **Hedgerow Developments** — Complete repairs and infill to Rublees hedge {West} and install a supplementary new hedgerow along the MPF / Rublees boundary.
- **Update Part-Time Staff Contracts** — To redefine these contracts based upon guidance on the latest legislation and to work collaboratively with HR Services and the staff in question to ensure the final documents are reasonable and agreed.
- **Tree Report and Essential Works** — To ensure the Tree report essential works are completed.

- **High Street Christmas Light Display** – To complete compliance documents with WSCC, Electric supply and distribution companies, Display installation company and Lamp testing company and then install Christmas Display as agreed by F&GP and in time for the Christmas ‘late night shopping’ event.
- **MPF / Allot Access** – To upgrade the access points as appropriate.
- **Land Registry Works Undertaken** – To ensure that these ongoing works being undertaken by the SPC Solicitor are progressed, given they are dependent upon the Land Registry Office, and that the SPC Land Register can be brought up to date.
- **Clock Tower Maintenance** – To undertake an assessment of the High St. Clock Tower to enable a scope of works to be agreed with the owner, then agree a contractor for Clock faces and attempt to complete the works before years end, by working with the owner to share scaffolding costs. If there is no movement on completing this project this year, then look at **Solar panel installation** at the Steyning Centre instead.
- **Memorial Bench installations** – This project is to complete a number of installations from last year and into 23/24 – probably three in total, to enhance provision on the MPF.
- **Bus Shelter Notice Boards**– To work with local schools and or local art groups to come up with a possible art installation for the Bus Shelter
- **Steyning Centre Projector installation** – To find the appropriate replacement for the defunct system currently in place in Coombe Court.
- **Nursery Investment Project** - To agree in collaboration with the previous manager a project whereby funding that has already been allocated to their now defunct organisation can possibly be used to the benefit of the Steyning Centre and the wider community.
- **CCTV** – To upgrade {install} the CCTV monitoring arrangements for the Steyning High Street, and to progress as much as possible the other two CCTV installation dispositions for Fletchers Croft and the MPF.
- **Complete Implementation Plan** – To work through the recommendations as per Hoey Ainscough review and complete to the satisfaction of the HDC monitoring department the actions noted within the implementation plan.
- **Finger Post Installation and Notice Board moved on the High Street** – Two finger posts installed identifying location and promoting visits to the MPF Memorial Gardens and to move SPC Notice Board.
- **Chandlers Way Pocket Park and Play Area renewal** – To work collaboratively with the local residents to plan a park for the benefit of the local community. Part of the project is to work out in what way the scheme is to be funded and to determine therefore the details of the scheme.
- **Upgrade Bins on the Steyning High Street** – To work with HDC to ensure the Bins on the High Street are restored, painted and fit for purpose. And replace existing conventional bin with recycling bin install.
- **Traffic Regulation Orders** – Complete a TRO or small selection of TROs for the benefit of Steyning Residents {Certainly Vicarage Lane as a top priority}

3. The SPC Action Plan for 2023/24

Having established the main project and service objectives for this coming year and the priority that the Council is placing upon their completion this ‘Action Plan’ will give, as per the following table, an indication of the method and timescale by which they will be achieved.

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Committee Report

Finance & General Purposes Ctt101 Administration

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Donations Received	3,300	3,212	(88)	3,500			94.3%	
1004 Reimbursed Charges & donations	3	200	197	200			1.6%	
1010 Miscellaneous income	30	250	220	250			12.0%	
1075 CIL Receipts	267	2,500	2,233	2,500			10.7%	
1076 Precept Received	338,997	338,997	0	338,997			100.0%	
1090 Bank Interest Received	4,757	500	(4,257)	550			865.0%	
Administration :- Income	347,354	345,659	(1,695)	345,997			100.4%	0
4000 Salaries	175,566	154,462	(21,104)	168,500		(7,066)	104.2%	
4002 Printing, stationery, postage	1,523	2,431	908	2,650		1,127	57.5%	
4003 Staff Ill Health Insurance	2,351	1,450	(901)	1,450		(901)	162.1%	
4004 Telephones and Alarm	2,363	2,794	431	3,050		687	77.5%	
4005 Insurance	7,485	6,500	(985)	6,500		(985)	115.2%	
4006 Salaries Outsourcing	331	407	76	440		109	75.3%	
4007 Data Protection	1,040	1,144	104	1,250		210	83.2%	
4010 Audit Fees	1,068	2,000	932	2,000		932	53.4%	
4016 Legal Fees/Elections	7,750	850	(6,900)	850		(6,900)	911.8%	5,000
4017 Bank Charges	336	506	170	550		214	61.0%	
4021 General Grants	2,970	2,288	(682)	2,500		(470)	118.8%	2,000
4025 CCTV Maintenance	446	650	204	650		204	68.6%	
4030 Steyping in Bloom	2,400	2,400	0	2,400		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Memorial Gardens - upkeep	442	300	(142)	450		8	98.3%	
4033 Christmas Lights Grant	3,866	5,925	2,059	5,925		2,059	65.2%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,000	2,450	450	2,450		450	81.6%	
4039 Publicity and Advertising	567	462	(105)	500		(67)	113.4%	
4040 Town Clock	200	400	200	400		200	50.1%	
4045 Misc & Petty Cash	86	231	145	250		164	34.3%	
4047 Training	781	1,375	594	1,500		719	52.0%	
4049 Showcase	0	150	150	200		200	0.0%	
4055 HR Support	475	913	438	1,000		525	47.5%	
4060 Chairman's Function	769	500	(269)	500		(269)	153.8%	
4061 Councillors' Allowances	0	88	88	100		100	0.0%	
4063 Legionnaires	800	2,288	1,488	2,500		1,700	32.0%	
4070 Software support & Packages	1,448	2,387	939	2,600		1,152	55.7%	
4071 ICT Equipment	4,665	2,250	(2,415)	2,250		(2,415)	207.3%	3,877
4072 Website Development	246	418	172	450		204	54.8%	
4073 Neighbourhood Plan Exp	145	1,562	1,417	1,700		1,555	8.5%	
4075 Isolation and Loneliness	1,500	3,000	1,500	3,000		1,500	50.0%	
Administration :- Indirect Expenditure	223,620	202,581	(21,039)	218,565	0	(5,055)	102.3%	10,877
Net Income over Expenditure	123,734	143,078	19,344	127,432				
6000 plus Transfer from EMR	10,877							
Movement to/(from) Gen Reserve	134,611							

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	52,989		52,989	0.0%	
4101 Swimming Pool	0	0	0	17,250		17,250	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>70,239</u>	<u>0</u>	<u>70,239</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(70,239)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	14,801	29,500	14,699	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	<u>14,801</u>	<u>29,500</u>	<u>14,699</u>	<u>29,500</u>	<u>0</u>	<u>14,699</u>	<u>50.2%</u>	<u>0</u>
Net Expenditure	<u>(14,801)</u>	<u>(29,500)</u>	<u>(14,699)</u>	<u>(29,500)</u>				
Finance & General Purposes Ctt :- Income	347,354	345,659	(1,695)	345,997			100.4%	
Expenditure	238,422	232,081	(6,341)	318,304	0	79,882	74.9%	
Net Income over Expenditure	<u>108,932</u>	<u>113,578</u>	<u>4,646</u>	<u>27,693</u>				
plus Transfer from EMR	10,877							
Movement to/(from) Gen Reserve	<u>119,809</u>							

15/04/2024

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Steyning Parish Council 2023/24

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Detailed Income & Expenditure by Phased Budget Heading 01/04/2024

Month No: 12

MARCH 2024.

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>								
101 Administration								
1000 Donations Received	3,300	3,500	200	3,500			94.3%	
1004 Reimbursed Charges & donations	3	200	197	200			1.6%	
1010 Miscellaneous income	1,915	250	(1,665)	250			766.0%	
1075 CIL Receipts	267	2,500	2,233	2,500			10.7%	
1076 Precept Received	338,997	338,997	0	338,997			100.0%	
1090 Bank Interest Received	5,787	550	(5,237)	550			1052.2%	
Administration :- Income	350,269	345,997	(4,272)	345,997			101.2%	0
4000 Salaries	191,743	168,500	(23,243)	168,500		(23,243)	113.8%	
4002 Printing, stationery, postage	1,544	2,650	1,106	2,650		1,106	58.3%	
4003 Staff Ill Health Insurance	2,351	1,450	(901)	1,450		(901)	162.1%	
4004 Telephones and Alarm	2,828	3,050	222	3,050		222	92.7%	
4005 Insurance	7,485	6,500	(985)	6,500		(985)	115.2%	
4006 Salaries Outsourcing	369	440	71	440		71	83.8%	
4007 Data Protection	1,073	1,250	177	1,250		177	85.9%	
4010 Audit Fees	1,068	2,000	932	2,000		932	53.4%	
4016 Legal Fees/Elections	7,750	850	(6,900)	850		(6,900)	911.8%	5,000
4017 Bank Charges	381	550	169	550		169	69.2%	
4021 General Grants	4,500	2,500	(2,000)	2,500		(2,000)	180.0%	2,000
4025 CCTV Maintenance	446	650	204	650		204	68.6%	
4030 Steyning in Bloom	2,400	2,400	0	2,400		0	100.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 01/04/2024

Month No: 12

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Memorial Gardens - upkeep	442	450	8	450		8	98.3%	
4033 Christmas Lights Grant	3,866	5,925	2,059	5,925		2,059	65.2%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,000	2,450	450	2,450		450	81.6%	
4039 Publicity and Advertising	567	500	(67)	500		(67)	113.4%	
4040 Town Clock	200	400	200	400		200	50.1%	
4045 Misc & Petty Cash	111	250	139	250		139	44.3%	
4047 Training	1,381	1,500	119	1,500		119	92.0%	
4049 Showcase	0	200	200	200		200	0.0%	
4055 HR Support	475	1,000	525	1,000		525	47.5%	
4060 Chairman's Function	769	500	(269)	500		(269)	153.8%	
4061 Councillors' Allowances	0	100	100	100		100	0.0%	
4063 Legionnaires	933	2,500	1,567	2,500		1,567	37.3%	
4070 Software support & Packages	2,485	2,600	115	2,600		115	95.6%	
4071 ICT Equipment	4,665	2,250	(2,415)	2,250		(2,415)	207.3%	3,877
4072 Website Development	256	450	194	450		194	57.0%	
4073 Neighbourhood Plan Exp	145	1,700	1,555	1,700		1,555	8.5%	
4075 Isolation and Loneliness	1,500	3,000	1,500	3,000		1,500	50.0%	
Administration :- Indirect Expenditure	243,735	218,565	(25,170)	218,565	0	(25,170)	111.5%	10,877
Net Income over Expenditure	106,534	127,432	20,898	127,432				
6000 plus Transfer from EMR	10,877							
Movement to/(from) Gen Reserve	117,411							

Detailed Income & Expenditure by Phased Budget Heading 01/04/2024

Month No: 12

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	52,989	52,989	52,989		52,989	0.0%	
4101 Swimming Pool	0	17,250	17,250	17,250		17,250	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>70,239</u>	<u>70,239</u>	<u>70,239</u>	<u>0</u>	<u>70,239</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(70,239)</u>	<u>(70,239)</u>	<u>(70,239)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	14,801	29,500	14,699	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	<u>14,801</u>	<u>29,500</u>	<u>14,699</u>	<u>29,500</u>	<u>0</u>	<u>14,699</u>	<u>50.2%</u>	<u>0</u>
Net Expenditure	<u>(14,801)</u>	<u>(29,500)</u>	<u>(14,699)</u>	<u>(29,500)</u>				
Finance & General Purposes Ctt :- Income	350,269	345,997	(4,272)	345,997			101.2%	
Expenditure	258,537	318,304	59,767	318,304	0	59,767	81.2%	
Net Income over Expenditure	<u>91,732</u>	<u>27,693</u>	<u>(64,039)</u>	<u>27,693</u>				
plus Transfer from EMR	10,877							
Movement to/(from) Gen Reserve	<u>102,609</u>							

FEBRUARY

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current Account

* ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPLICABLE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/02/2024	345/23.24	7,750.25		7,750.25		R	Horsham District Council - ELECTION FEES
01/02/2024	346/23.24	299.25		299.25		R	Clare Austin
01/02/2024	23/65		11.80	11.80		R	Receipt(s) Banked
02/02/2024	23/65		256.62	256.62		R	Receipt(s) Banked
02/02/2024	CR		93.32	93.32		R	Receipt(s) Banked
02/02/2024	CR		41.29	41.29		R	Receipt(s) Banked
03/02/2024	CR		16.01	16.01		R	Receipt(s) Banked
05/02/2024	CR	4.19		4.19		R	Post office
05/02/2024	VIS	38.85		38.85		R	Site lock protection
05/02/2024	DR	1.06		1.06		R	TRansaction fee
05/02/2024	23/66		270.05	270.05		R	Receipt(s) Banked
05/02/2024	CR		152.80	152.80		R	Receipt(s) Banked
05/02/2024	CR		70.80	70.80		R	Receipt(s) Banked
05/02/2024	CR		29.50	29.50		R	Receipt(s) Banked
07/02/2024	347/23.24	998.21		998.21		R	ADT - ALARM MAINT
07/02/2024	348/23.24	336.00		336.00		R	Catercraft
07/02/2024	349/23.24	64.44		64.44		R	Edmunson elec supplies
07/02/2024	350/23.24	379.80		379.80		R	Horsham District Council
07/02/2024	353/23.24	100.00		100.00		R	JD Window cleaning
07/02/2024	354/23.24	314.98		314.98		R	PIP Services
08/02/2024	CR		11.80	11.80		R	Receipt(s) Banked
12/02/2024	23/68		196.52	196.52		R	Receipt(s) Banked
12/02/2024	CR		682.50	682.50		R	Receipt(s) Banked - FILM RECEIPTS
13/02/2024	CR		306.91	306.91		R	Receipt(s) Banked
13/02/2024	Cr		-306.91	-306.91		R	Receipt(s) Banked
14/02/2024	DD	64.00		64.00		R	Grenkel leasing
14/02/2024	DD	240.00		240.00		R	Grankel leasing
14/02/2024	CR		93.32	93.32		R	Receipt(s) Banked
14/02/2024	CR		218.92	218.92		R	Receipt(s) Banked
14/02/2024	CR		60.00	60.00		R	Receipt(s) Banked
14/02/2024	BP		90.00	90.00		R	Receipt(s) Banked
14/02/2024	BP		118.22	118.22		R	Receipt(s) Banked
14/02/2024	BP		88.67	88.67		R	Receipt(s) Banked
14/02/2024	CR		181.69	181.69		R	Receipt(s) Banked
14/02/2024	CR		91.11	91.11		R	Receipt(s) Banked
15/02/2024	354/23.24	37.00		37.00		R	Film supplies
15/02/2024	355/23.24	56.40		56.40		R	Kestral Alarms
15/02/2024	356/23.24	233.18		233.18		R	Overline phones
15/02/2024	357/23.24	155.00		155.00		R	M Streeter
15/02/2024	358/23.24	186.00		186.00		R	Sowerby toilet opening
15/02/2024	DR	25.00		25.00		R	Post Office
15/02/2024	359/23.24	720.00		720.00		R	Fox Maintenance - PLAY SURFACE MAINTENANCE
15/02/2024	360/23.24	12.00		12.00		R	Function 28
15/02/2024	361/23.24	437.86		437.86		R	Southern Cinema Services
15/02/2024	23/67		256.56	256.56		R	Receipt(s) Banked
15/02/2024	CR		81.00	81.00		R	Receipt(s) Banked
15/02/2024	CR		101.22	101.22		R	Receipt(s) Banked
15/02/2024	Cr		157.10	157.10		R	Receipt(s) Banked

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/02/2024	CR		39.82	39.82		R 	Receipt(s) Banked
16/02/2024	DD	13.20		13.20		R 	O2 phones
16/02/2024	DR	7.99		7.99		R 	Post Office
16/02/2024	VIS	31.18		31.18		R 	Zoom
16/02/2024	CR		40.02	40.02		R 	Receipt(s) Banked
16/02/2024	CR		56.03	56.03		R 	Receipt(s) Banked
16/02/2024	CR		11.80	11.80		R 	Receipt(s) Banked
19/02/2024	BP		114.64	114.64		R 	Receipt(s) Banked
19/02/2024	CR		99.00	99.00		R 	Receipt(s) Banked
19/02/2024	BP		218.92	218.92		R 	Receipt(s) Banked
20/02/2024	VIS	18.99		18.99		R 	Amazon - Coffee cups
20/02/2024	CR		223.56	223.56		R 	Receipt(s) Banked
20/02/2024	CR		81.32	81.32		R 	Receipt(s) Banked
21/02/2024	BP	9,789.44		9,789.44		R 	Salaries -Various
21/02/2024	DR	23.63		23.63		R 	HSBC Charges
21/02/2024	CR		30.00	30.00		R 	Receipt(s) Banked
21/02/2024	CR		32.02	32.02		R 	Receipt(s) Banked
22/02/2024	VIS	31.97		31.97		R 	Amazon - Brush n Closer
22/02/2024	362/23.24	1,935.48		1,935.48		R 	British Gas - STEYNING CENTRE
22/02/2024	363/23.24	38.00		38.00		R 	Green thumb
22/02/2024	364/23.24	60.00		60.00		R 	Sussex Timber
22/02/2024	365/23.24	160.00		160.00		R 	TSS facilities
22/02/2024	366/23.24	114.58		114.58		R 	KCS
22/02/2024	CR		324.42	324.42		R 	Receipt(s) Banked
22/02/2024	CR		39.82	39.82		R 	Receipt(s) Banked
23/02/2024	CR		64.78	64.78		R 	Receipt(s) Banked
23/02/2024	CR		210.00	210.00		R 	Receipt(s) Banked
23/02/2024	CR		215.70	215.70		R 	Receipt(s) Banked
23/02/2024	CR		158.71	158.71		R 	Receipt(s) Banked
24/02/2024	JF 080224	10,000.00		10,000.00		R 	Joint Parish Youth Cttee - CASH
26/02/2024	VIS	11.04		11.04		R 	Zoho
26/02/2024	CR		60.00	60.00		R 	Receipt(s) Banked
28/02/2024	VIS	187.00		187.00		R 	Amazon - Urinal cartridges
28/02/2024	367/23.24	37.50		37.50		R 	Chichester payroll
28/02/2024	368/23.24	22.99		22.99		R 	Cobb for paint reimbursement
28/02/2024	370/23.24	1,324.80		1,324.80		R 	Smith of Derby - TOWN CLOCK
28/02/2024	371/23.24	65.00		65.00		R 	T C Maintenance
28/02/2024	372/23.24	2,829.45		2,829.45		R 	WSCC - pensions
28/02/2024	372/23.24	3,125.67		3,125.67		R 	HMRC - Tax
28/02/2024	CR		97.01	97.01		R 	Receipt(s) Banked
28/02/2024	CR		97.01	97.01		R 	Receipt(s) Banked
28/02/2024	CR		95.50	95.50		R 	Receipt(s) Banked
29/02/2024	BP		30.92	30.92		R 	Receipt(s) Banked
		42,281.38	5,711.82				

CASH
TRANSFER
TO NEW
ACCOUNT

TOWN CLOCK
NEW 'KETCH'

MARCH**Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Account*****ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPLICABLE**

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/03/2024	CR		54.00	54.00		R	Receipt(s) Banked
01/03/2024	CR		80.87	80.87		R	Receipt(s) Banked
02/03/2024	CR		81.22	81.22		R	Receipt(s) Banked
02/03/2024	CR		226.12	226.12		R	Receipt(s) Banked
02/03/2024	BP		62.10	62.10		R	Receipt(s) Banked
04/03/2024	373/23.24	228.00		228.00		R	Clare Austin
04/03/2024	374/23.24	2,793.25		2,793.25		R	Jack Lee - STREET CLEANING
04/03/2024	375/23.24	312.00		312.00		R	TC Maintenance
05/03/2024	DD	240.00		240.00		R	Grenke Phones
05/03/2024	VIS	38.75		38.75		R	Site lock security
05/03/2024	DR	1.06		1.06		R	Site lock transaction fee
05/03/2024	BP		62.10	62.10		R	Receipt(s) Banked
05/03/2024	CR		62.10	62.10		R	Receipt(s) Banked
05/03/2024	CR		62.10	62.10		R	Receipt(s) Banked
05/03/2024	CR		11.80	11.80		R	Receipt(s) Banked
07/03/2024	23/71	-141.60		-141.60		R	Various RH
07/03/2024	23/72	-479.50		-479.50		R	Film night income (WRONG POSTING DETAILS)
07/03/2024	23/71	141.60		141.60		R	various RH
07/03/2024	23/72	479.50		479.50		R	Film night income
07/03/2024	23/73	45.00		45.00		R	Coffee machine
07/03/2024	23/73	-45.00		-45.00		R	Coffee receipts
07/03/2024	CR		67.88	67.88		R	Receipt(s) Banked
07/03/2024	Cr		69.32	69.32		R	Receipt(s) Banked
07/03/2024	CR		10.31	10.31		R	Receipt(s) Banked
07/03/2024	23/70		1,865.45	1,865.45		R	Receipt(s) Banked - VARIOUS ROOM HIRE PAYMENTS
07/03/2024	23/71		141.60	141.60		R	Receipt(s) Banked
07/03/2024	23/72		479.50	479.50		R	Receipt(s) Banked
07/03/2024	23/73		45.00	45.00		R	Receipt(s) Banked
11/03/2024	376/23.24	296.20		296.20		R	Bus. stream High St
11/03/2024	377/23.24	195.00		195.00		R	Del Wood - Bin install
11/03/2024	378/23.24	51.25		51.25		R	T Eckert
11/03/2024	379/23.24	95.99		95.99		R	Fire Protection Services
11/03/2024	380/23.24	12.00		12.00		R	Function 28
11/03/2024	381/23.24	301.75		301.75		R	Horsham District Council
11/03/2024	382/23.24	1,002.00		1,002.00		R	Tom Packer - STEY CENTRE AUDIO UPGRADE
11/03/2024	383/23.24	222.57		222.57		R	PiP Services
11/03/2024	384/23.24	166.80		166.80		R	PDQ printer - H Roxby
11/03/2024	384A/23.24	26.07		26.07		R	Amazon - warning tape
11/03/2024	385/23.24	22.97		22.97		R	Bus. Stream - Canada allot
11/03/2024	386/23.24	90.00		90.00		R	Colwell piano tuning
11/03/2024	387/23.24	170.11		170.11		R	EDF - elec Car Park
11/03/2024	388/23.24	660.00		660.00		R	Gale Tree consultancy - CRICKET NET TREE ROOTS
11/03/2024	389/23.24	72.00		72.00		R	Hove piano tuning
11/03/2024	390/23.24	639.49		639.49		R	Laser - elec. Chng rms
11/03/2024	391/23.24	2,022.50		2,022.50		R	Laser elec Steyning Centre
11/03/2024	392/23.24	417.00		417.00		R	Laser - toilets
11/03/2024	393/23.24	545.36		545.36		R	overline - phones
11/03/2024	394/23.24	720.00		720.00		R	Ill health care - INSURANCE COVER

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
11/03/2024	395/23.24	352.10		352.10		R 	Southern Cinema Services
11/03/2024	396/23.24	160.00		160.00		R 	TSS facilities legionella
11/03/2024	397/23.24	500.00		500.00		R 	Grant - Stey good neighbours
11/03/2024	398/23.24	623.00		623.00		R 	grant - Stey. bowls
11/03/2024	400/23.24	157.00		157.00		R 	Grant - Stey. Com orchard
11/03/2024	399/23.24	250.00		250.00		R 	Grant - Stey. Part.
11/03/2024	401/23.24	174.00		174.00		R 	Sowerby toilet security
11/03/2024	23/70	-1,865.45		-1,865.45		R 	Various RH
11/03/2024	23/70	1,865.45		1,865.45		R 	Various RH
11/03/2024	VIS	52.90		52.90		R 	Amazon - whiteboard
11/03/2024	CR		124.20	124.20		R 	Receipt(s) Banked
13/03/2024	DD	407.01		407.01		R 	Grenke Phones
13/03/2024	Credit		245.10	245.10		R 	Receipt(s) Banked
13/03/2024	Credit		-245.10	-245.10		R 	Receipt(s) Banked
14/03/2024	CR		57.20	57.20		R 	Receipt(s) Banked
14/03/2024	CR		143.00	143.00		R 	Receipt(s) Banked
14/03/2024	BP		47.70	47.70		R 	Receipt(s) Banked
14/03/2024	CR		236.70	236.70		R 	Receipt(s) Banked
14/03/2024	CR		79.15	79.15		R 	Receipt(s) Banked
15/03/2024	BP		81.61	81.61		R 	Receipt(s) Banked
15/03/2024	BP		81.61	81.61		R 	Receipt(s) Banked
15/03/2024	CR		309.19	309.19		R 	Receipt(s) Banked
15/03/2024	CR		68.50	68.50		R 	Receipt(s) Banked
16/03/2024	CR		98.85	98.85		R 	Receipt(s) Banked
16/03/2024	BP		241.40	241.40		R 	Receipt(s) Banked
17/03/2024	CR	13.20		13.20		R 	Phone O2
17/03/2024	CR		62.10	62.10		R 	Receipt(s) Banked
17/03/2024	CR		62.10	62.10		R 	Receipt(s) Banked
17/03/2024	CR		285.60	285.60		R 	Receipt(s) Banked
18/03/2024	VIS	31.18		31.18		R 	Zoom
18/03/2024	CR		105.00	105.00		R 	Receipt(s) Banked
18/03/2024	CR		180.00	180.00		R 	Receipt(s) Banked
18/03/2024	CR		498.90	498.90		R 	Receipt(s) Banked - ROOM HIRE
18/03/2024	CR		46.40	46.40		R 	Receipt(s) Banked
19/03/2024	VIS	100.00		100.00		R 	Sum up test (RH)
20/03/2024	VIS	-100.00		-100.00		R 	Sum up test (RH)
20/03/2024	VIS	1.00		1.00		R 	Sumup test (RH)
20/03/2024	BP		90.00	90.00		R 	Receipt(s) Banked
20/03/2024	CR		0.98	0.98		R 	Receipt(s) Banked
21/03/2024	DR	37.41		37.41		R 	HSBC Charges
21/03/2024	CR		57.30	57.30		R 	Receipt(s) Banked
21/03/2024	CR		39.82	39.82		R 	Receipt(s) Banked
21/03/2024	CR		273.41	273.41		R 	Receipt(s) Banked
21/03/2024	CR		86.10	86.10		R 	Receipt(s) Banked
22/03/2024	CR		422.00	422.00		R 	Receipt(s) Banked
22/03/2024	CR		87.74	87.74		R 	Receipt(s) Banked
25/03/2024	DR	25.00		25.00		R 	Petty Cash
25/03/2024	BP	7,182.30		7,182.30		R 	Salary payments

} SPC
GRANT
PAYMENTS.

} WINDY POSTED.

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Account

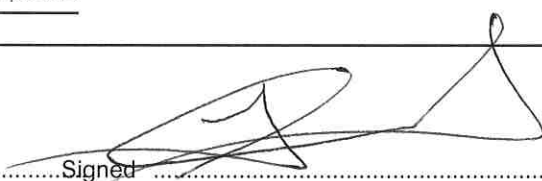
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/03/2024	25.JF08.04		80,000.00	80,000.00		R ☒	Receipt(s) Banked <i>BANK TRANSFER</i>
25/03/2024	CR		48.60	48.60		R ☒	Receipt(s) Banked
25/03/2024	CR		102.31	102.31		R ☒	Receipt(s) Banked
26/03/2024	VIS	7.99		7.99		R ☒	Coffee stirrers
26/03/2024	VIS	25.02		25.02		R ☒	Solopress
26/03/2024	VIS	11.04		11.04		R ☒	Zoho software
26/03/2024	BP	2,865.72		2,865.72		R ☒	Salary payment
27/03/2024	402/23.24	1,601.06		1,601.06		R ☒	British Gas - <i>STEYPING CENTRE</i>
27/03/2024	403/23.24	37.50		37.50		R ☒	Chichester payroll
27/03/2024	405/23.24	1,500.00		1,500.00		R ☒	Streeter Hedgeworoks - <i>RUBLES ALLOTMENTS</i>
27/03/2024	406/23.24	95.00		95.00		R ☒	Sussex plumber
27/03/2024	407/23.24	3,248.16		3,248.16		R ☒	HMRC Tax on salaries
27/03/2024	408/23.24	2,881.09		2,881.09		R ☒	WSCC Pensions
27/03/2024	Credit		1,885.00	1,885.00		R ☒	Receipt(s) Banked
27/03/2024	Credit		-1,885.00	-1,885.00		R ☒	Receipt(s) Banked <i>MISPOSTING</i>
28/03/2024	VIS	19.97		19.97		R ☒	Amazon - Squeeze broom
28/03/2024	CR		62.10	62.10		R ☒	Receipt(s) Banked
28/03/2024	BP		32.70	32.70		R ☒	Receipt(s) Banked
28/03/2024	CR		34.00	34.00		R ☒	Receipt(s) Banked
28/03/2024	CR		95.40	95.40		R ☒	Receipt(s) Banked
31/03/2024	CR		784.86	784.86		R ☒	Receipt(s) Banked <i>MISPOSTING</i>
31/03/2024	CR		-784.86	-784.86		R ☒	Receipt(s) Banked
		33,600.77	87,623.14				

Clerk / RFO:

Name

John Fulbrook

Signed



Date

15th APRIL '24

Chair of F&GP:

Name

Signed

Date

Christmas Light display agreements

Briefing Note

Please see attached some options for us to discuss and agree either at this meeting or at the latest, the next meeting in June.

Street Motifs are placed together with the annual costs involved.

The annual costs are based on a three-year commitment to the Festive Lighting company.

There is a variation in the offer provided from the company.

Option 1 being we have the choice to change motifs each year – this inflates the price to a degree, but allows for flexibility.

Option 2 is that we make a decision on the motif which lasts for the full three-year period

There has been interest in returning to 'cross street' lighting arrangements and to give you some idea as to what would be involved if we pursued this form of lighting -

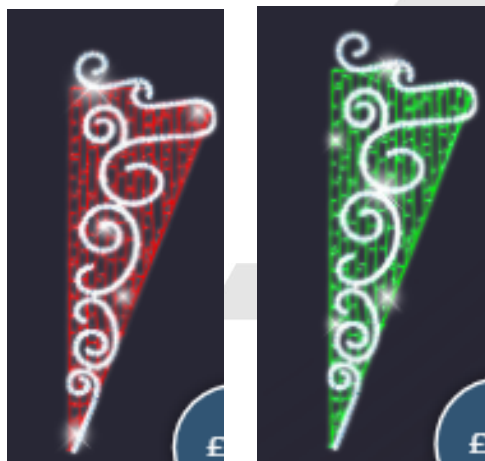
This is what the lighting company said in relation to this idea.

'To have a Cross Street display there is a requirement of 5.8mtr from ground to the first wire(bottom) then you would need a top wire of 7mtrs from ground, from my memory this may cause an issue from the offset as I believe the buildings on each side of the road do not have the capability of achieving the height requirements. This would need to be checked first – if a location can accommodate then gladly put a quote in for products to achieve . There is also the requirement of Building owner permissions along with the Authorities permission to hang across the road, there may also be a need to have a Structural engineer's report carried out to ensure the buildings are able to take Anchor Plates to be fitted and carry the weight'.

I would add that a number of these buildings are listed or at least within the conservation area, and would strongly advise us therefore not pursuing this idea please

STEYNING DESIGN IDEAS FROM SHELF STOCK

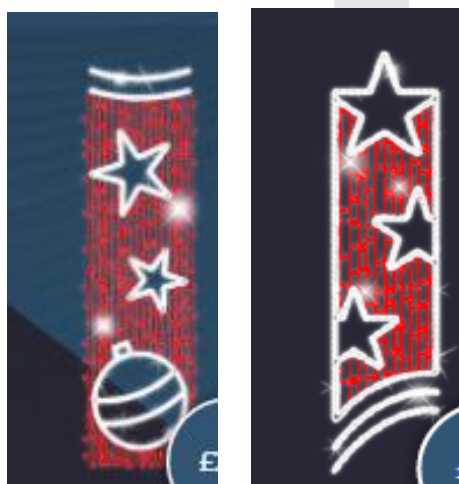
Idea 1



Annual Cost - £ 4,235.47

9 of each {For 1 year}

Idea 2



Annual Cost - £ 4,559.47

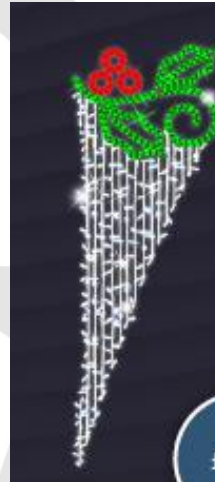
9 of each {For 1 year}

Idea 3



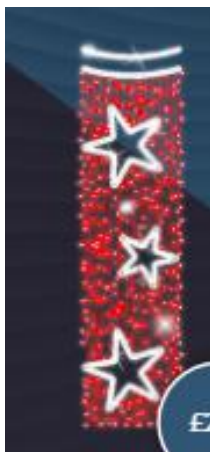
Annual Cost £5,486.92
For 18 {For 1 year}

Idea 4



Annual Cost
£5,114.32
for 18 {For 1 year}

Idea 5



Annual Cost
£4,397.47
9 of Each {For 1 year}



Idea 6



Annual Cost
£5,632.72
For 18 {For 1 year}

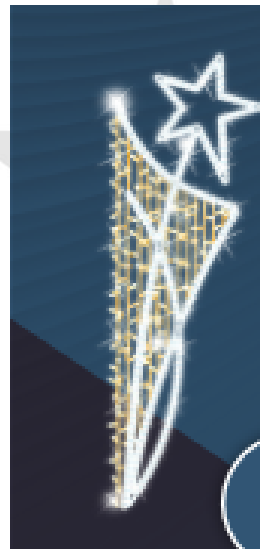
Various Designs for New Motifs – These would be had for all 3 Years of Hire Term

Idea 1



Annual Cost
£5,049.52
Agreement for
3 Years

Idea 2



Annual Cost
£5,195.32
Agreement for
3 Years

Idea 3



Annual Cost
£5,276.32
Agreement for
3 Years

Idea 4



Annual Cost
£5,681.32
Agreement for
3 Years

Idea 5



Annual Cost
£5,122.42
Agreement for
3 Years

Idea 6



Annual Cost
£5,859.52
Agreement for
3 Years

SPC Action Plan for 2023/24

Updated 8th May '24

Key: - Green - Completed, Yellow - Due, Orange - Overdue.

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Mitigation to Risks	
Youth Service Provision	Complete a Business Plan which enables the Youth Service to continue, after the loss of the previous provider	Compile first draft Business plan with previous providers assist.	By End July	Meet with potential provider partners & establish their commitments	By August	Agree draft Business plan with JPYC Com.	By Oct.	Complete Job descriptions, person specs, & gain wiston & HDC approval	By Nov	Gain Full Council Agreement and start selction process	By Jan	Clerk and JPYC Com.	There is an entire Business Plan to put together, then fact check, then agree, and then potentially appoint staff or new provider - many unknowns	Completed	
Hedgerow Developments	Complete repairs and supplementary planting to Rublees hedges on western and eastern boundary.	Gain agreement from Community Com. for new hedgerow Scope and expenditure	By July	Take contractor round Allot. hedgerow to agree scope of Maint. Works	By Oct	Purchase plants for Hedgerows and find volunteers for planting	By Nov	Complete gap filling fencing at Rublees by contractor	By February	Complete Hedgerow planting programme	By April	Clerk & Community Com.	# - We are now just waiting for a contractor to complete one element of the works that were originally scoped in September '23		
MPF / Allotment Access	To upgrade the Access Points as appropriate and as funds allow	Complete remedial works to Southern Rublees entrance	By End June	Discuss draft plans for MPF entrance enhancements with working party	By End July	Draft and gain approval for Notice board ideas	By Nov	Gain approval for ent. Re-surfacing and planter ideas	By Jan	Complete plans for notice boards, planters and scope of works	By May 24	Clerk & Community Com.	# - Gaining permission for many different aspects at a number of meetings will take time. # - Proposals need agreement from Cricket Club # - Final project likely needs to be match funded	Keep Cricket club in the loop and ensure they are part of the process	
Draft Part-Time Staff Contracts	Re-write using HR advice and technical assistance new contracts for the Steyning Centre part time employees	Compile two model draft contract options	By End June	Clerks to agree details of contract with ext. bodies to ensure compliant	By August	Clerk to gain support from Personnel for contracts	By End August	SPC to agree contracts with them then to be implemented	By Sept.	Clerks to agree through negotiations with staff, then contracts signed	By End Nov	Clerk and Personnel Com	Potential difficulties in terms of reaching agreement through negotiation with each staff member could take time	Completed	
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions	Agree display for Christmas 2023	By June	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts	By Sept.	Complete all document permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	There are many Contractors / Orgs. involved and if some in the chain of inter-dependant tasks are not easily compliant, then chain & timescale could breakdown	Completed	
Tree Report and Essential Works	Health check tree report completed for year two remedials {Year II Tree Management completed already}.	Clerk to check Tree report and plan works for remainder of year	By Oct	Clerk to complete Tree Management plan for Community approval	By End Oct.	Tree surgeon completes checks to MPF & Cripps Lane	By Nov.	Complete scope of works after gaining Commuity approval	By Nov	Complete works in Canada Gardens, Abbey Road, Cripps Lane, MPF x 4, Rublees via 3 contractors	By Early March	Clerk / Community C.	One item remains outstanding - We have completed an outline Tree Management Plan - A full Plan will take time which has not been available to us since November 23	Start processes as early as possible	
Land Registry Works Undertaken	To bring up to date a more detailed understanding of SPC Land Assets	Attempt establishing time line for works to be completed with Solicitor	Previous Year	Establish and agree to convene F&GP working party for support	By End Sept.	Bring draft documents to working party for discussion & recommendations	By Dec	Agree documents for then Land register updates	By Feb '24	Agree Amended Land Register	By May '24	Clerk / F & GP	HM Land Registry department currently seems overwhelmed, understaffed & V. Slow. SPC Solicitors can also be somewhat slow to complete tasks.		
Clock Maintenance	Agree scope of works with the Clock Tower owner, demarcation for scaffolding, timetabling & clock face renewal cont.	Agree contractor to undertake works.	By End of Nov.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Jan 24.	Agree financial commitment for part scaffold hire arrangements	By Feb 24.	Apply for permissions for work to be done & obtain timeframe	By End March '24	Clerk and F & GP	Main Building contractor could find more issues than originally thought or owner may renege on agree-ments. We have obtained a quote for our works, but coordination with owner remains the issue.	Maintain close contact with Clock Tower owner to ensure proactive scheme	
Memorial Bench Installations	Memorial Bench installations {poss. 3} Requests to be processed, agreed & enhanced products installed.	Clerk obtains approval for first two projects to be completed	By End of June	Picnic Bench project completed	By End of June	Memorial Bench repurposing completed	By end July	Remove one delapidated bench from MPF & agree replacement cost	By End Dec	Complete installation of third Bench	Before End of March 24	Clerk / Community C.	Gaining permissions form committee on positioning of picnic bench	Completed	
Bus Shelter	Working with Schools or Local Art groups - come up with an artistic installation for the shelter interior	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders	By Dec.	Gain approval for ideas with committee	By Feb 24	Commission works & obtain ideas for appropriate installation protection	By April	Complete installation and official unveiling	By end May 24	Clerk / Community C.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution. The school have recently been positive about collaboration	Set up community engagement meeting with key stakeholders to gain views early	
Steyning Nursery investment project	In collaboration with the previous Steyning Nursery manager , to agree a project that will best use funds available.	Check with ex Nusury manager that funds can still be accessed	By End Oct	Come up with ideas that can be presented to Premises com.	By Dec.	Agree final scheme at Premises	By Feb 24	Order equipment and agree admin requirements	By March 24.	Complete purchases, intallation and associated admin processes	By May 24	Clerk's office, and Premises	To retrieve the funding will be tricky or perhaps impossible and will be the most difficult part of the project. Obtaining buyin from Staff will be next difficult task.	Arrange meeting with main contact for ASAP to understand viability of project	
CCTV	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Set up Working party and agree initial scope of scheme	By July	Obtain first quote and discuss timeframe for project at working party	By end Sept.	Bring recommendation for agreement at Full Council for phase 1.	By Dec.	Complete community engagement and obtain necessary permissions	By end Feb	Complete phase 1 installation	By April 24	Clerk, working party , F. Council	Having been on schedule up until September 23, we have since been waiting for quote details from our first goto company which has bee emmencely frustrating	Promote positive engagemnt and ensure scheme is understood by wider community	
Implementation Plan complete	Work through recommendations & complete to the satisfaction of HDC monitoring department.	Gain approval for 6 month progress report from SPC & HDC	By end June	Obtain collaborative agreement from all councillors on progress	By end July	Complete necessary policy amendments and have them agreed	By Sept.	Agree any processes which promote better 'language'	By Nov.	Complete 12 month progress report and gain approval from SPC and HDC	By Dec.	ALL	# - All parties need to be open to change and be willing to modify behaviours and work collaboratively # - SPC has been waiting for HDC to pass comment on the Plan since November '23	Ensure there is always a willingness to work towards a resolution	
Chandlers Way Pocket Park	Work collaboratively with residents to set up volunteer group to implement agreed scheme and management plan	Set up first community engagement working party to discuss first thoughts on scheme	By July	Obtain if possible grant funding for the scheme or seek alternative finance	By August	Gain voluntary assist to discuss play area options & complete new planting plan	By end Sept.	Take play area options back to com volunteer group to seek recommendation	By Nov.	Gain approval from Committee for play area & initial planting scope of works	By Dec.	Clerk / Community C.	Project needs to meet with residents expectations whilst obtaining majority support, gain finance from an external source and requires patience	Keep positive comms with residents while ensuring they are part of the resolution	
Upgrade Bins on High Street	Work with HDC to ensure bins on High street are restored, painted and fit for purpose	Complete installation of Recycling bin adjacent Bus shelter	By July	Gain agreement from HDC that they will complete restorative	By End July	Ensure phase 1 bin restoration works are to be completed by HDC before October	By Sept.	Ensure there is a phase 2 works expenditure agreed at HDC	By Nov.	Obtain date for completion of phase 2 works	By Feb '24	Clerk / Community C.	Unless SPC give up on waiting for HDC and decide to take on the cost of bin renovation, SPC will be entirely in the hands of HDC	Completed	
T. R. O. select & submit application	Complete a Traffic Regulation Order project or small selection of them for the benefit of Steyning residents	Community Committee to agree what TRO's are to be submitted	By July	Clerk to work with ClIr Linehan to agree potential scope of works	By Oct.	TRO draft submission to be brought back to Community for approval	By Nov.	Application submission approved and sent to WSCC	By end Nov	Any scheme approvals to be scoped before end of financial year	Before End of 23	Clerk / Community C.	TRO submissions need to be reasonable and realistic otherwise thet will be turned down - which will mean resident involvement which will add to information gathering timescale	Completed	
Steyning Centre Audio-Vis. system	To enable better and more user freindly audio-visual service at the Steyning Centre	Work with SPC IT consultant and other contractors to provide options	By End of Sept.	Present recommendations and agree options	By end of Nov	Compile Scope of works & quotes	By End Jan	Agree final planned works	By Feb 24.	Install equipment as per agreed	By End April 24	Clerk's office & Premises Com.	There are many options to be considered. The best solution will not deal with all the issues, so the correct prioritisation for scope of works might take a while to agree	Completed	
Finger Post Install on the High Street	To install two finger posts to help promote visits to the Steyning memorial garden	Ensure permissions and Lamp post tests allow installation	By Dec	Agree costing	By Feb	Agree wording on Finger posts	By March	Purchase signs and consider other signage options	By April	Complete installation of Finger posts	Before End of May 24	Clerk and Community Com.	Waiting for Lamp Post final construction and delivery, then finger posts and Main Lamp Post could be installed		

Item 8.3.1

Response to the request for comments regarding the HDC Greenspace strategy - Briefing Note

Under item 8.3.2, we find the draft HDC Greenspace Strategy 2024-29 document

Please read this document carefully and note the questions (below) raised by the HDC Parks and Countryside Manager in his wish to receive feedback from Parish Councils

Could we consider agreeing a Yes or No and some brief comments to the first 3 questions. Then we could perhaps include any and all further comments in response to the final question posed.

Subject: HDC Greenspace Strategy Consultation

Hi all,

The Council's Parks & Countryside team manage a significant estate, balancing different demands for amenity and biodiversity. The Greenspace Strategy (2013-23) has been our guiding document that provided a high-level approach defining how the Council will manage its own greenspaces.

The Strategy has been significantly reviewed and updated to respond to current opportunities and challenges. Please see attached PDF. We would like to get your views on whether our strategic approach is the right one. If you could respond the questions set out below, we would be very grateful for your feedback.

1. Is the Vision statement relevant and appropriate in its ambition?
2. Do the Strategic Priorities encompass the key issues?
3. Are there any actions that could be added or amended in the draft Strategy?
4. Have you got any other comments on the Council's strategic approach to its public open spaces?

We are consulting with the Parish and Neighbourhood Councils, and the following voluntary groups – Horsham Greenspace Forum (which includes most of the environmental voluntary groups operating in Horsham Town), Billi-green, Greening Steyning, Green Gym, Wild about Warnham, the Wilder Horsham District project and Horsham Blueprint Neighbourhood Forum.

Please note that this is not an opportunity to raise issues about specific sites or current management or maintenance issues – this is about overall direction and strategic approach. If you have any specific queries, please email parks@horsham.gov.uk and one of the team will come back to you.

I would be grateful if I could have your responses by 20th May

Regards,

Pete Crawford
Parks and Countryside Manager





Horsham
District
Council

Draft Greenspace Strategy 2024-29

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Vision: 4

Strategic Priorities: 4

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Actions..... 6

2. Greenspaces have significant value for public health and wellbeing and should provide a range of opportunities for amenity and leisure use..... 6

Actions:..... 7

Actions..... 9

4. New greenspace and facilities should meet the principles for amenity and biodiversity value. 9

Actions..... 10

5. Volunteer groups’ input into the Council’s greenspaces is valued, supported and encouraged 10

Actions..... 10

6. Action Plan (for 2024-25?) 11

Foreword:

from Portfolio holder (s)?

Context:

Overview of estate:

Horsham District Council owns and manages approximately 400 ha of greenspace across the District. This estate includes formal parks and recreation grounds, woodland, heathland, veteran trees, water bodies, cemeteries, allotments, and playgrounds.

There are over 200 separate sites, with a concentration in and around Horsham Town. About half of the land is managed under a grounds maintenance contract, with a separate arboricultural contract for our tree stock. The larger sites which have significant wildlife value are managed in-house.

The Council has a Parks and Countryside team, which at time of writing, has 16.2 FTE staff carrying out a diverse range of duties from practical estate management and grave digging to tree inspections, contract management and working with volunteers. Many of the sites have active community involvement and a number have 'Friends of' groups.

Strategic context

The Council Strategy 2023-27 is based around four key priorities:

- Supporting People and Communities
- Inspiring Greener Futures
- Building a Thriving Local Economy
- Always learning, Listening, and Improving

In 2023 the Council declared a climate and ecological emergency for Horsham District. This gave added weight to the target of becoming a net zero district by 2050, and for the Council's direct emissions to be net zero by 2030, but it also seeks to deliver more climate change adaptation and resilience, including provision of better-connected habitats and more green space. The role of green spaces in tackling climate change is reflected in the Climate Action Strategy and includes the production of this Strategy as a short-term action.

The Horsham District Local Plan Regulation 19 contains policies addressing open space, biodiversity net gain, the wider countryside, and trees. It is underpinned by a Green Infrastructure (GI) strategy, which sets out clear guidance to ensure and protect urban greenspace.

The Open Space, Sports, and Recreation review (OSSR 2021) identifies the type, quantity, and quality of open space provision across the District and highlights existing deficiencies against current and future populations. The Play Strategy 2017-27 sets out the importance of open space and high-quality play and youth facilities in children's and young people's development. There is also a Playing Pitch Strategy which is due for review in 2024-25 which considers the provision of sports field provision.

Wilder Horsham District is an innovative partnership with Sussex Wildlife Trust which aims to deliver a Nature Recovery Network across the District working with farmers, parish councils and community groups, as well as enhancing the wildlife value of our own estate. This Nature Recovery Network will feed into the development of a Local Nature Recovery Strategy for West Sussex.

Horizon scanning

Looking forward, three issues seem likely to impact on HDC's greenspaces over the next two decades and beyond. The first is growth of population within the District. The total number of residents is forecast to increase by 15.7% from 142,217 to 164,646 by 2037 (ONS 2018). This will mean an increase in visitors to

existing sites with impacts on wear and tear, erosion and disturbance. However there will also be additional greenspaces within new housing developments.

Linked to this is the concept of Biodiversity Net Gain, brought in by the Environment Act 2021, to ensure there is no loss of wildlife value when land is built on. A financial value is placed on different habitats and there is a developing market in Biodiversity Units.

Finally, there are the immediate impacts of climate change. 2022 saw the hottest summer ever recorded in the UK and globally 2023 was confirmed as the warmest calendar year on record, with a global average temperature 1.48°C warmer than the 1850-1900 pre-industrial level. The annual average rainfall recorded at the nearest Met office weather station (Charlwood, Surrey) between 1961-1990 was 770mm of rain a year. Between 1991-2020 the average was 833mm.

This brings the risk of both summer heatwaves and drought as well as wetter winters leading to waterlogging of soil and surface water flooding. In time, habitats will change as plants change their distribution and abundance, challenged by drought stress and waterlogged soils. The climate is changing faster than some species can evolve to cope with it, leading to local extinctions. Some new species will however migrate northwards and become naturalized.

Ornamental horticulture, street trees and turf management will face the same difficulties, creating maintenance issues and necessitating changes from what is currently viewed as standard practice. We have already seen losses to our planting because of these impacts.

Vision:

To ensure that Horsham District Council's Greenspaces are protected for future generations and managed to provide good quality public greenspace for amenity and leisure use, as well as maximising its value for biodiversity, climate mitigation and adaptation.

Strategic Priorities:

This strategy has been developed around the following strategic priorities:

- Protect, maintain, and enhance existing greenspaces to a good standard.
- Provide a range of opportunities for amenity and leisure use for all sectors of society.
- Sites will be managed sustainably and seek to enhance biodiversity and climate resilience.
- Greenspace and facilities in new developments should meet the principles for amenity and biodiversity value.
- Volunteer groups' input into the Council's greenspaces is valued, supported, and encouraged.

Each of these principles is expanded below, with both strategic and operational outputs identified.

Implementation for each priority is contained in an action plan which will be reviewed and updated annually and presented to Cabinet.

1. Protect, maintain, and enhance existing greenspaces to a good standard.

The Council manages many public greenspaces most of which serve a range of different purposes – for general leisure use, exercise and play, sports pitch and playground provision, landscaping around development and wildlife habitats. Our greenspaces play a key role in place-shaping and sense of community. The Council sites range from large formal parks to cemeteries to pockets of open space within housing estates.

Table1 – sites by function

Typology	Primary purpose
Parks and gardens	Urban parks, country parks and formal gardens, open to the general public. Accessible, high-quality opportunities for informal recreation and community events.
Natural and semi-natural greenspaces	Supports wildlife conservation, biodiversity and environmental education and awareness.
Amenity greenspace	Opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas.
Provision for children and young people	Areas designed primarily for play and social interaction involving children and young people.
Allotments	Opportunities to grow own produce. Added benefits include the long-term promotion of sustainable living, health, and social inclusion.

Sites can be grouped by their size, location, and accessibility as well as their value within the Nature Recovery Network and their importance to residents. (see table 2 below)

Table 2 – Sites grouped according to significance.

Definition	Name of site
Strategic Site	Horsham Park, Warnham Nature Reserve, Chesworth Farm, Southwater Country Park, Owlbeech & Leechpool Woods, Hills Cemetery, Monkmead Woods, Henfield Commons, Sandgate Park, Bramber Brooks
Neighbourhood Site	Roffey Rec, Bennetts Field, Trafalgar Rec, Victory Rd Rec, Needles Field, Denne cemetery, Chennells Brook Castle; Highwood Hill, Fletchers Croft Some fragmented sites will have a single management approach e.g., River Stor corridor and Millpond, Storrington: North Horsham Woodland
Local site	All other sites e.g., New Street garden, Horsham, Deer Park open space, Henfield

The sites' level of maintenance will be appropriate to their status and function, but all sites should be clean, safe and welcoming. Not all sites are visited by staff on a regular basis, so the Council is dependent on reporting from residents if there are issues. A dedicated phone number and email address are monitored daily. Officers also maintain close contact with community wardens, volunteers, Friends' groups, Neighbourhood and Parish councils, who all help act as eyes and ears on the ground. Parks & Countryside staff work with our community wardens and the police to address anti-social behaviour.

Our Strategic sites should all have a management plan and will have higher levels of direct input from officers, whilst our Neighborhood and local sites are for the most part, managed through our grounds maintenance contract, but may have a Friends group or receive practical volunteer support.

The Council fully understands the value that our parks and open spaces add to our communities and note that some authorities are working with Fields in Trust to put specific protections on open spaces to protect them in perpetuity. A review our sites will be undertaken to consider which may be suitable to submit to Fields in Trust.

Actions

- Continue to ensure effective contract management through use of KPIs and good communication with the contractors.
- Findings from annual play and infrastructure inspections to be actioned in accordance with their risk levels.
- Quarterly review of s.106 funding opportunities.
- Identify potential projects for annual capital bids programme.
- Undertake a review of our parks and open spaces to identify which may be appropriate for further protection through Fields in Trust.

2. Greenspaces have significant value for public health and wellbeing and should provide a range of opportunities for amenity and leisure use.

The importance of greenspaces for public health and wellbeing is supported by academic research. Greenspaces provide places for everyone to spend time outdoors – to spend time together outside of the constraints of home, school, and work. They are somewhere to walk the dog, to relax in, and exercise, even without provision of further facilities such as the provision of play or youth equipment, the marking of football pitches or outdoor gym equipment to cater for specific activities. Our sites tend to be multi-functional by default.

The OSSR sets out guidance on the minimum amount of accessible amenity greenspace, of play provision and allotment sites that should be provided within residential areas per head of population.

A key principle is that the play and youth provision in our Parks are 'free of charge, where users are free to come and go and free to choose what they do whilst there'. (HDC Play Strategy 2017)

It is important therefore to ensure that design guidance is flexible and there is scope for delivering new types of space for young people which are both sport and non-sport focused. We design new spaces to be inclusive for all and try to ensure there is a good distribution across the District of play equipment which is accessible for children with disabilities.

It is important that our sites should be accessible to as many people as possible. However, it is not just about minimizing physical barriers. We should seek to improve public awareness and understanding of how and why we manage them. We undertake a process of public information or consultation before making significant changes to a site.

It is also about trying to offer a welcome - people should feel comfortable to use greenspaces and we should provide a range of events and activities. Our greenspaces act as a venue for diverse external providers, such as circuses, outdoor music events through to art classes and sound-baths. We will also organise and deliver events ourselves, ranging from the Horsham Park Skate Jam to bird-ringing, and outdoor theatre for children.

However, we do have to recognise that there are increasing pressures on our parks and open spaces. In the last 10 years we have seen an increasing population, not just of humans, but of dogs as well. There are requirements to support biodiversity, requests to provide areas for outdoor education and dog parks, a rise

in the number and range of personal trainers and commercial dogwalkers as well as opportunities for new catering concessions and one-off hires of greenspace for both public and private events.

Although we will do our best to accommodate everyone, not all sites are suitable for all activities. Much of the value of the Parks and Countryside estate is the individuality of sites with many special and unique locations. For example, Warnham Local Nature Reserve does not allow dogs on-site, and is managed primarily for its wildlife value. However, across the estate, there should be something for everyone.

Actions:

- Phased programme of play and youth facility improvements, year on year, to ensure best play value.
- Improvement to signage and interpretation across our estate, especially in the Neighbourhood sites
- Communication of high profile works with on-site signage and social media posts, and other appropriate communication channels.
- Organisation of events to highlight / promote facilities e.g., Love Parks week, Skate Jam
- Collaboration with colleagues to promote a health and wellbeing agenda. Input into the Playing Pitch strategy. Be open to opportunities such as social prescribing, forest bathing, therapeutic horticulture, or community growing spaces.

3. Sites will be managed sustainably and seek to enhance biodiversity and climate resilience

The Council has a significant and varied land holding including sites very important for wildlife (see table below). Our large semi-natural sites make up just over half of Council owned greenspace (213 ha out of 400ha total) and have been managed for many years to increase their biodiversity.

Table 3 –Sites with wildlife designations

Site	Significance for wildlife
	Key: LNR = Local Nature Reserve; LWS = Local Wildlife Site; SSSI = site of special scientific interest; BAP = national Biodiversity Action Plan
Warnham Nature Reserve	LNR, LWS, BAP priority habitats – lowland meadow, deciduous woodland, ponds
Chesworth Farm	LWS, BAP priority habitat – lowland meadow
Owlbeech & Leechpool Woods	LWS, BAP priority habitats - lowland heath, lowland deciduous woodland
Southwater Country Park	LWS
Monkmead Woods	SSSI, BAP habitat wet woodland
Henfield, Broadmere & Oreham Commons	LWS, BAP
Sandgate Park	BAP habitat – lowland heath
Bramber Brooks	LWS, BAP habitat – floodplain grazing marsh

There are several underlying drivers that inform our approach. The Lawton Report 2010 articulated importance ecological principles, best known as ‘bigger, better, more and joined up’. This means that areas of habitat need to be larger, they need in the best condition possible, there needs to restoration or

recreation of habitat to increase the overall area and they need to connect, or at least the gaps between them minimized. This approach to landscape resilience has resulted in the concept of Nature Recovery Networks (NRN), that have been enshrined in law through the Environment Act 2021.

This is underlined by our commitment to the Wilder Horsham District (WHD) project. This is an ambitious partnership between the Council and Sussex Wildlife Trust to increase biodiversity across the District, both working with private landowners and internally. One of its objectives was to:

Incorporate the Council estate into the Nature Recovery Network and the principles of landscape resilience”

Much of our own land is valuable for wildlife but fragmented or isolated from the wider landscape. By linking with landowners adjoining or near to the Council holdings we become part of those larger corridors of habitat.

Management plans set out a series of actions to maintain and enhance the site. But these will always be treated as guidance, rather than regulations, to ensure that sites can be managed flexibly and creatively in response to extremes of weather, new evidence that alters our understanding of the site or unforeseen circumstances.

All of the strategic sites listed above should have current management plans, setting out both the long-term approach for the site, but also an annual action plan to show expected outputs. At present not all of our sites do have existing plans, so these will be replaced through a rolling programme. (see table 4 below)

Table 4 – Strategic Site Management Plans

Current Management Plans	Dates
Henfield Common	2018-28
Chesworth Farm	2019 -26
Horsham Park	2021-24
Broadmare Common	2022-32
Warnham (in draft)	2024-34
Sites without current plans	
Sandgate Park	scheduled to be written 2027
Owlbeech & Leechpool	scheduled to be written 2024-25 *
Southwater CP	scheduled to be written 2025-26
Monkmead Woods	scheduled to be written 2027 *
Oreham Common	2017 survey gave management guidance. New plan 2027
Highwood Hill	HDC ownership from 2024 – plan to be developed in 2025-26
Bramber Brooks	HDC ownership from 2024 – plan to be developed in 2025-26

*For the wooded sites we will be using the Forestry Commission’s Woodland Management Plan template, to bring our approach in line with a national standard.

The concept of rewilding is widely used, but simply means trying to allow or restore as many different natural processes to a site as possible. On our sites, which are all relatively small, rewilding opportunities are more limited than at a landscape scale and will always require human oversight. Again, this is where linking with neighbouring land and into the wider Nature Recovery Network can bring advantages.

For example, we use livestock to graze some of our grass and heath lands, which has worked well within the limitations of our current herd and resources. There are opportunities to extend or vary our approach to maximise the benefits for the habitat e.g., by introducing other species, such as pigs or horses, or to use

pulsed or mob grazing to replicate wild herbivores. This will be considered by a review of our grazing management approach which will take place in 2024.

The Council will also need to be taking a more proactive approach to our tree management, rather than just managing individual trees that present a risk to the public or property. This might include using traditional forms of management such as coppicing and pollarding - as well as looking to create specimens which have some of the features of veteran trees which benefit wildlife. We will be developing a holistic Woodland Management Plan for the fragmented areas of woodland in north Horsham.

Species re-introduction is the most well-known rewilding activity. Beavers are drivers of significant wetland change and have already been reintroduced in several places in Sussex and surrounding counties. Similarly, there is a project looking at the viability of Pine Marten re-introduction in the Ashdown Forest in the near future. We should consider the potential for re-introductions on our sites, perhaps starting with a review of the scope for a beaver re-introduction. We should also not just concentrate on the 'charismatic' species, but also consider whether there is scope to assist other species such as invertebrates.

However, all of our land has some value for wildlife, not just our 'countryside' sites and we should strive to enhance them all, whilst also maintaining their amenity value. In 2024 we be reviewing some of the long-standing horticultural practices to consider the cessation or minimization of unsustainable operations such as use of pesticides, herbicides and peat and maximise opportunities to enhance biodiversity through changes in management including adjusting the mowing regime.

When planning new plantings, we prioritise pollinators through the choice of species in our flower and shrub beds. It is important to provide a range of flowering plants to provide pollen and nectar for bumblebees, moths, solitary bees, hoverflies, and beetles, through the whole growing season. In ornamental settings, this will include a range of non-native planting which can be beneficial for many pollinators and create long-season displays. This is especially important for the selection of tree species which will be part of the landscape for decades to come.

Actions

- Programme to develop management plans for all strategic sites, adopting standard Woodland Management Plan approach for wooded sites.
- Implement agreed mowing regime changes as part of 'Wildways' project.
- Review of livestock grazing with recommendations.
- Review pesticide, herbicide and peat use and make recommendations.
- Gain better understanding about the design and implementation of Sustainable Urban Drainage Systems (SuDs) and understand how and where our sites can contribute to 'slowing the flow' approach of holding water back in the landscape.
- Seek financial support for management via agri-environment grants or other funding.

4. New greenspace and facilities should meet the principles for amenity and biodiversity value.

New greenspaces are usually created as part of residential development, and dependent on the size of the scheme may come with parks, sport, play or youth facilities. This is determined through the planning process, with reference to guidance such as the OSSR (2021). The Parks and Countryside team comment on significant planning applications and give advice on design and layout of greenspaces and their associated facilities. We seek to address local need and maximise opportunity for creative forward-thinking designs. The new greenspaces may be passed to the Council or to the appropriate Parish Council or may be managed by an independent management company.

The Council does not actively seek to purchase new sites. However, the Council will continue to take an active interest in the developing nature and carbon markets which can pay for improvements to biodiversity and climate mitigation and adaptation. As this market matures this may influence the Councils approach to purchasing or acquiring land.

Actions

- Parks and Countryside continue to input into planning proposals for developments which create new greenspace.
- Seek opportunities for gain benefit from the developing markets in Biodiversity Net Gain and Carbon Credits, and other Ecosystem Services.
- Ensure new cemetery in Mowbray, North Horsham is open in 2030.

5. Volunteer groups' input into the Council's greenspaces is valued, supported, and encouraged

The Council recognises and is very grateful for the significant volunteer input it receives across its greenspaces. In 2022 an estimated 19,000 hours were contributed from the following volunteer and Friends groups: Alder Copse, Boldings Brook, Friends of Warnham, Friends of Chesworth, Friends of Horsham Park, Gatwick Greenspace, Green Gym, Hills Farm Lane, Meadowside, Nuthatch Way, Sandgate Park, and Victory Road Rec, but does not include individual acts of litter-picking etc.

The National Lottery values volunteer time at £20 per hour, so this equates to a notional value of £380,000 of activity over the year across the Council's estate.

However, volunteering is not cost free and requires a significant resource of officer time to direct and support the volunteer groups' energies. We must work effectively to ensure volunteers enjoy and understand what they are doing and that they are working safely.

Actions

- Ensure our working practice is aligned with the outcomes of the Volunteering internal audit report and Community Services guidance.
- All volunteers have annual training for Health and Safety and good working practice. Provide additional training to enhance delivery. Organise an annual volunteer 'thank-you' event.
- Continue to engage with and support community groups such as Wild about Warnham, Billi-Green, Greening Steyning and the Horsham Greenspaces Forum.

6. Action Plan (for 2024-25)

1. Protect, maintain, and enhance existing greenspaces to a good standard				
Action	Timescale	Responsibility	Supporting Teams	Lead Cabinet Member
Ensure effective contract management through use of KPIs and good communication with the contractors	Quarterly meetings	P&C Manager	Parks Operations Manager Tree Officer	Portfolio holder for Leisure, Culture & Greenspaces
Findings from annual play and infrastructure inspections to be actioned in accordance with their risk levels	Ongoing	Parks Operations Manager	Park Rangers	Portfolio holder for Leisure, Culture & Greenspaces
Quarterly review of s.106 funding opportunities	Quarterly	P&C Development Manager	P&C team leaders	
Identify potential projects for annual capital programme	October 24 Improvement to Southwater CP toilet block December 24	P&C Manager	P&C team leaders	
Undertake a review of our parks and open spaces to identify which may be appropriate for further protection through Fields in Trust	???	P&C Manager	P&C team leaders	
2. Greenspaces have significant value for public health and wellbeing and should provide a range of opportunities for amenity and leisure use.				
Action	Timescale	Responsibility	Supporting Teams	Lead Cabinet Member
Phased programme of play and youth facility improvements, year on year, to ensure best play value. - Holbrook East - Cedar Drive - Carpenters Meadow - Ostlers View	Jul 24 Jul 24 March 25 March 25	P&C Development Manager	Parks Operations Manager	
Improvement to signage and interpretation across our estate, especially in the Neighbourhood sites	Denne Cemetery sign and trail- June 24 Bramber Brooks June 24 Highwood Hill – Oct 24	Visitor Experience Officer	P&C team leaders	
Communication of high profile works with on-site signage and social media	Ongoing	Visitor Experience Officer	P&C team leaders	

posts, and other appropriate communication channels.				
Organisation of events to highlight / promote facilities	School holiday events – Feb / April / Oct Skate Jam - June 24. Love Parks week July 24	Visitor Experience Officer	P&C team leaders	
Collaboration with colleagues to promote a health and wellbeing agenda. Input into the Playing Pitch strategy. Be open to opportunities such as social prescribing, forest bathing, therapeutic horticulture, or community growing spaces.	Ongoing	P&C Manager	-	
3. Sites will be managed sustainably and seek to enhance biodiversity and climate resilience				
Action	Timescale	Responsibility	Supporting Teams	Lead Cabinet Member
Programme to develop management plans for all strategic sites, adopting standard Woodland Management Plan approach for wooded sites	Owlbeech & Leechpool Woods plan March '25	Tree Officer / Countryside Manager	-	
Restoration of natural processes to be a guiding principle in management considerations	Ongoing	P&C Manager	Countryside Manager	
Implement agreed mowing regime changes as part of 'Wildways' project, in 2024	March '24	P&C Manager	Parks Operations Manager	
Review of livestock grazing with recommendations in 2024	Dec 24	P&C Manager	Countryside Manager	
Review pesticide and peat use and make recommendations	July 24	P&C Manager	P&C team leaders	
Seek financial support for management via agri-environment grants or other funding. New greenspace and facilities should meet the principles for amenity and biodiversity value.	Ongoing	Countryside Manager Parks Development Manager	-	
4. New greenspace and facilities should meet the principles for amenity and biodiversity value.				
Action	Timescale	Responsibility	Supporting Teams	Lead Cabinet Member
Parks and Countryside continue to input into planning proposals for developments which create new greenspace.	ongoing	Parks Development Manager	P&C team leaders	

Seek opportunities for gain benefit from the developing markets in Biodiversity Net Gain and Carbon Credits, and other Ecosystem Services	Ongoing	Head of Service	P&C Manager, Countryside Manager	
Ensure new cemetery in Mowbray, North Horsham is open in 2030	Ongoing	P& C Manager	Parks Operations Manager, Planning Projects team	
5. Volunteer groups' input into the Council's greenspaces is valued, supported, and encouraged				
Ensure our working practice is aligned with the outcomes of the Volunteering internal audit report and Community Services guidance	Nov 24	P&C Manager	P&C team leaders	
All volunteers have annual training for Health and Safety and good working practice. Provide additional training to enhance delivery. Organise an annual volunteer 'thank-you' event	Ongoing 'Thank you' event Sept. 24	P&C Manager	Countryside Manager, Parks Operations Manager	
Continue to engage with and support community groups such as Wild about Warnham, Billi-Green, Greening Steyning the Green Gym and the Horsham Greenspaces Forum.	Ongoing	P&C Manager	P&C team leaders	



The Council is actively supporting Recycling initiatives with Paper and Card being routinely recycled at the Steyning Centre and new Recycling Bins purchased and soon to be sited at the High Street Bus Shelter.



These include:

- New and improved glazed window and door installation to reduce loss of heat
- Solar Panel electrical production
- New equipment such as Dishwasher, Cooker, and Fridge with better energy efficient rating
- Energy efficient Boiler installation
- Newly installed thermally efficient Lantems



- **diagnostic steps** - Murray's plus algorithm and Murray's mental site

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The Council successfully applied for funding from the Rampion Group and have upgraded the Steyning Centre Lights to energy efficient LED lighting with the help and support of the Steyning Greening Group



(Elected May 2022 - For a 4 Year Term)

Cllr Joanne Norcross
Cllr Ian Alexander
Cllr Simon Alexander
Cllr Richard Bell
Cllr Deborah Hanson
Cllr Liz Trundle
Cllr Andrew Sharp
Cllr Sarah Linfield

Cdr Chris Young
 Cdr Karen Foxwell
 Cdr Robin Ballance
 Cdr Vicci Johnson
 Cdr Marietta Alexander
 Cdr Charlotte Lloyd
 Cdr Paul Campbell

HORDAINE DISTRICT COUNCILORS
 Valerie Hoggart
 Nicola Brown
 Nicholas Wain
 Robert Clark
 WEST SUFFOLK COUNTY COUNCILORS
 Neil Brown



For the first year of this Council's office 2023-24

- The **correlation** can be **positive** or **negative** depending on the **direction** of the relationship between the two variables
- **Positive** correlation: as one variable increases, the other variable also tends to increase
- **Negative** correlation: as one variable increases, the other variable tends to decrease
- The **strength** of the correlation is measured by the **correlation coefficient**, which ranges from -1 to 1
- A correlation coefficient of 1 indicates a **perfect positive correlation**, while a correlation coefficient of -1 indicates a **perfect negative correlation**
- A correlation coefficient of 0 indicates **no correlation**
- The **coefficient of determination** (R^2) is the **square** of the correlation coefficient, and it represents the **proportion of the variance** in the dependent variable that is **explained** by the independent variable
- **Regression analysis** is a statistical method used to **model the relationship** between a **dependent variable** and one or more **independent variables**
- The **regression line** is the **line of best fit** that represents the **average relationship** between the variables
- The **regression equation** is the **mathematical formula** that describes the **relationship** between the variables
- The **regression analysis** can be used to **predict the value** of the dependent variable based on the value of the independent variable

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[illegible]

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**COMING
SOON**

YOUTH SERVICE

Steyping, Bramber and Upper Beeding
Parish Councils are about to launch a
new youth service in May 2024



Look out for details soon on
our Website,
Noticeboards &
Social Media

Contact Us



Phone

01903 812042



Website

www.steyningpc.gov.uk



Email Address

clerk@steyningpc.gov.uk

**DO YOU SEE AN
ISSUE IN
STEYNING?**

**WHOSE
RESPONSIBILITY
IS IT?**





Responsibilities

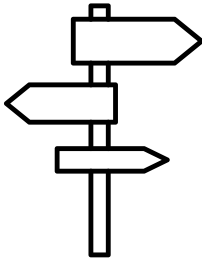


ROADS & PAVEMENTS

Potholes
Road Markings
Pathways
Some Verges

SIGNAGE

Road Signs
Street Signage



In the first instance contact
www.westsussex.gov.uk

also

Cllr Paul Linehan

paul.linehan@westsussex.gov.uk



**PLEASE CALL
101 OR 999**

AND REPORT:

- ANTI-SOCIAL BEHAVIOUR
- SHOPLIFTING,
- ANTI-SOCIAL DRIVING
OR ANY OTHER POSSIBLE
CRIMINAL ACTIVITY



**Horsham
District
Council**

Responsibilities

CAR PARKS & PARKING



Car parks
Traffic Wardens

WASTE REMOVAL



NEIGHBOURHOOD WARDENS

PLANNING APPLICATIONS ENVIRONMENTAL HEALTH



In the first instance contact

www.horsham.gov.uk

also

Cllr Victoria Finnegan

victoria.finnegan@horsham.gov.uk

Cllr Nicholas Marks

nicholas.marks@horsham.gov.uk



Our Responsibilities

COUNCIL PROPERTY

Steyping Centre
High Street Bus Shelter
Memorial Playing Field
Abbey Road Open Space
Playgrounds
Allotments
High Street Clock
Some Trees and Hedgerows



SOME STREET CLEANING & BIN EMPTYING

SOME CCTV

On SPC owned property



NEIGHBOURHOOD WARDENS

YOUTH SERVICE

LOBBYING/LIAISING WITH COUNTY OR DISTRICT COUNCILS



NEIGHBOURHOOD WARDENS

The wardens provide a reassuring, uniformed patrol presence in our town. They are not a replacement for the police, an emergency service or response team, but they support our community, engaging with young people and looking out for those who are elderly, isolated or vulnerable

Alison

07734 387 889

Mike

07734 387 888