

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th APRIL 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chair), Young (Vice Chairman), S. Alexander, Lloyd, Johnson, Linfield Bell and Hanson.
Clerks in attendance : John Fullbrook
Members of the Public : 12 {inc. District Cllrs V. Finnegan & N. Marks}
Meeting commenced : 7.33 pm

DRAFT MINUTES

ACTION

FULL/23/101 APOLOGIES FOR ABSENCE

101.1 Apologies received from Councillors Sharp, Campbell, Foxwell, M Alexander, I Alexander, with Simon Alexander arrival delayed by up to 30minutes. Cllrs Trundle and Ballance absent.

FULL/23/102 DECLARATIONS OF INTEREST

102.1 Cllrs Johnson declared an interest in agenda item 8.1 due to her involvement as member of the Greening Steyning steering group.

FULL/23/103 QUESTIONS FROM THE FLOOR {in summary}

103.1.1 **Q** – Trevor Cree - Recently wrote to all SPC councillors in regard to the Mouse Lane Flooding issue and asked for an acknowledgement of his report but received none. In direct contrast he received a very constructive response from the Wiston Estate. Due to his experience he should therefore like to offer his services to the Mouse Lane Flooding working party. At the last F & GP meeting the committee discussed a SPC leaflet that instructed Steyning residents not to contact the neighbourhood wardens about anti-social behaviour. He requested that the full Council discuss at the next meeting whether or not the SPC and residents should continue to fund the wardens.
The last F & GP meeting Minutes have not been uploaded to the SPC website. He thought the delay unacceptable. A number of Supporting Papers to this meeting and others were not dated and neither do they identify the author. He believed this to be unprofessional and should not be acceptable to any council.

103.1.2 **A** – The Chair pointed out that the leaflet referred to was only a draft document, and the text had been amended before publication. Then thanked Trevor for his other observations.

103.2.1 **Q** – A resident remarked in relation to agenda item 8.4, that members ought to be aware that the government plans to maintain a commitment to permit up to 10 storm overflows per year. (from sewage outlets such as that to be discussed - into the River Adur)

103.2.2 **A** – The Chair thanked the resident for this useful information.

FULL/23/104 **MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr Young that the minutes for the meeting dated the 19th of Feb. 2024 be accepted as a true and fair record.
104.1 **Agreed.**

- FULL/23/105 MATTERS ARISING – These items were taken as read**
- 105.1** SDS project manager presentation content relayed to Joint Parishes Youth Committee {JPYC} - **Actioned**
 - 105.2** 3-year commitment to youth service agreement relayed to JPYC - **Actioned**
 - 105.3** Youth Service ‘Memorandum of Understanding’ signed by all parishes - **Actioned**
 - 105.4** Youth Service Governance, Activity programme & Outline Budget agreements taken back to JPYC - **Actioned**
 - 105.5** Clerk to meet HDC independent solicitor concerning Hoey Ains review plan – **Actioned / Item 108.5**
 - 105.6** SPC Annual Parish Meeting arrangements put in place - **Actioned**
 - 105.7** ‘Showcase’ promotion @ the APM idea taken forward to local clubs – **See item 113.1**
 - 105.8** SPC Meeting schedule for next 15 months published - **Actioned**
 - 105.9** Fletchers Croft Car Park Long Term status support taken back to HDC - **Actioned**
 - 105.10** Rialtus Gold Scheme Accounts support package agreement put in place - **Actioned**
 - 105.11** HDC Local Plan Reg 19 response from SPC delegated to Planning Com. and submitted - **Actioned**
 - 105.12** Local election re-charge payment made - **Actioned**
 - 105.13** Climate Action Group convened and to look at TOR’s and quick wins – **Actioned / See item 108.2**
 - 105.14** Social Media webinar session on 21st Feb to be attended by Cllrs - **Actioned**
 - 105.15** Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues - **Actioned**
 - 105.16** Clerk to report to SPC when the external auditor is to sign off on end of year reports - **Actioned**
 - 105.17** Cllr Finnegan reports back on progress with convening a meeting with HDC Car Parks Dep.- **item 106.1.8**
 - 105.18** Clerk to promote correspondence and information items - **Actioned**
 - 105.19** Town Clock fixed - **Actioned**
 - 105.20** Clerk to progress the Tier One ill health retirement procedure for staff member - **Actioned**
 - 105.21** SPC Personnel Committee delegated responsibility to appoint staff member - **See item 113.1 & 2**

FULL/23/106 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 106.1.1** **Cllr Victoria Finnegan – (HDC) update – Item 1.** – Some planning officers have recently left HDC, and this is leading to processing delays
- 106.1.2** **2. Wildways Project, in collaboration with Sussex Wildlife Trust.** Pollinating highways - mowing changes to restricted areas not whole area of Fletchers Croft, Penlands vale and St Andrews. Maps for Fletchers Croft and St Andrew's have been shared.
- 106.1.3** **3. Fletchers Croft – Unauthorized Access protection** - Liaison with local groups and SPC went well, and a final project plan and scope of works are agreed – to be completed by early May
- 106.1.4** **4. Residential waste collection developments** – HDC are continuing to update their collection methods, routines and weekly programmes – more details will be sent to homes.
- 106.1.5** **5. LED lights on the High Street** – These have been fixed
- 106.1.6** **6. Repainting of lines in High Street Car Park** – This has been completed
- 106.1.7** **7. Fletchers Croft Car Park** – The reinstatement of this as a long stay facility progresses but is currently with the HDC legal department. Public consultation is likely to take place in May.
- 106.1.8** **8. Car Park Signs on Steyning’s roads** – HDC have re-fixed these in place. The Chair pointed

	out that one was still pointing the wrong way!	
106.1.9	9. Electronic Notice boards – Steyning PC will be able to input content soon, but protocols still need to be worked out including approval of information	
106.1.10	10. Newmans Gardens Car Park – The development has been delayed, but a meeting on the 22 nd April will move the process forward	
106.1.11	11. Decarbonisation project – Capitol Theatre is undergoing renovations with this in mind	
106.1.12	12. Public Space Protection Order (PSPO) – No dog fouling or other issues have been reported recently therefore the this has lapsed	
106.1.13	13. Warmer Homes project – The maximum threshold for eligibility for the grant has risen to £36,000 for energy saving assistance – if you don't have a gas boiler.	
106.1.14	14. Gatwick Airport news – EasyJet and British Airways have confirmed that they no longer need the extension to the runway	
106.1.15	15. Andrew Griffith MP at the SPC meeting – Following Andrew's message to contact the HDC Cllrs there have been a number of follow-up communications from residents particularly relating to the Glebe Farm development proposals	
106.1.16	16. Precept – Apparently residents bills show an SPC precept increases of 20% rather than the 19.27% actual figure. This probably relates however to the specific increase relating to a properties 'Band' classification	
106.1.17	17. Questions – Is there a map showing details of the Fletchers Croft 'wild ways' {SPC Clerk to provide}, and how were High Street Wi Fi improvements going. This issue lies with County Council who are aware, and have said that a better service should be in place by July	CLERK
106.2	Cllr Nicholas Marks – (HDC) update – Relating to the White Horse new wall construction – Nick will be pursuing this item to see if the planning process was completed correctly and either way to see if its look can be bettered.	
FULL/23/107	NEIGHBOURHOOD WARDENS REPORT	
107.1	The Neighbourhood Wardens reports for February and March 2024 were received. A question was raised concerning whether reporting / issue trends were being checked upon and action subsequently undertaken. It was stated that these were routinely discussed at the quarterly steering committee meetings which were attended by SPC Cllr reps.	
FULL/23/108	GOVERNANCE AND COMMUNITY MATTERS	
108.1.1	To receive a presentation concerning the proposed 'Local Cycling & Walking Infrastructure Plan' {LCWIP} for Steyning, Bramber and Beeding. Sarah Collins presented a case for the proposed plan and was supported by previously distributed papers. Her eloquent and informative summation included three main outcome goals as follows: 1. A plan for walking and cycling which identifies preferred routes and core zones for further developments 2. A prioritised programme of infrastructure improvements for future investment 3. A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements This type of plan exists in other urban areas but are rarely in place for rural communities, however with the support of HDC and Steyning PC as well as other local councils (who have already agreed support) and probably via the local Climate Action Group, it is hoped that a final plan can be agreed by the end of 2024.	
108.1.2	Cllr Norcross proposed, seconded by Cllr Bell that Cllr Johnson be the main SPC representative on the LCWIP with the possibility that SPC bring it back to a future meeting if further representatives are required. Agreed	Cllr Johnson & SPC Climate Action Reps
108.1.3	Cllr Norcross proposed, seconded by Cllr Hanson that SPC actively supports the 'LCWIP'. Agreed	

108.2.1	To receive a report from the Climate Action Group reps following their recent meeting, including the groups recommended SPC Climate Action Plan as per supporting papers. Cllr Johnson reported on the meeting and its recommendations. As follows: <i>1. Appoint 3 Councillors to the Joint Parishes Climate Action Group who will also represent Steyning on the Horsham Parish and Neighbourhood Climate Action Network.</i> <i>2. Ensure Climate actions are a standing item on each Full Council meeting, through updates from the Joint Parishes Climate Action Group.</i> <i>3. Include a Climate action page on the Parish Council website.</i> <i>4. Actively seek green energy suppliers for Parish premises and maximise their use of local renewable energy e.g. solar panels and heat pumps.</i> <i>5. Ensure that Parish buildings are well insulated to reduce use of energy and have LED lighting and adjustable heating controls.</i> <i>6. Minimise waste from parish premises, reducing use of unnecessary printing and consumables.</i> <i>7. Ensure that the Parish Council uses ethical banking – F&GP committee to discuss the implications.</i> <i>8. Scrutinise local plans for their carbon impact by adopting local green planning guidance checklists.</i> <i>9. Sign up Parish Council green spaces to the Weald to Waves project.</i>	CLERK
108.2.2	Cllr Johnson proposed, seconded by Cllr S Alexander, that SPC adopt the Climate Action Plan as per supporting papers {noted above}. Agreed	
108.3.1	Agree support for a House of Commons private members bill – <i>The Climate and Nature Bill</i> Cllr Johnson reported as per supporting papers on the details of the Bill which would require the UK Government to develop and deliver a new environmental strategy. It would include <i>1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, requiring a plan that considers both together;</i> <i>2. Reducing emissions in line with 1.5°C, ensure emissions are reduced rapidly, for the best chance of limiting warming to 1.5°C;</i> <i>3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;</i> <i>4. Taking responsibility for our overseas footprint, both emissions and ecological;</i> <i>5. Prioritising nature in decision-making and ending fossil fuel production and imports as rapidly as possible.</i> <i>6. Ensuring that no-one is left behind, by providing for retraining for people currently working in fossil fuel industries; and</i> <i>7. Giving people a say in finding a fair way forward through an independent and temporary Climate & Nature Assembly, representative of the UK population, an essential tool for bringing public opinion along with the unprecedented pace of change required.</i>	
108.3.2	Cllr Johnson proposed, seconded by Cllr Norcross that Steyning Parish Council therefore resolves to: 1. Support the Climate and Nature Bill; 2. Inform local residents, and local press/media of this decision; 3. Write to Andrew Griffith, MP to inform him that this motion has been passed, urging him to sign up to support the CAN Bill, or thanking him for already doing so; 4. Write to Zero Hour, the organisers of the cross-party campaign for the CAN Bill, expressing its support (campaign@zerohour.uk). Agreed	CLERK CLERK CLERK CLERK
108.4.1	To approve sending a letter to Southern Water concerning sewage discharges into the river Adur. Following the SPC annual parish meeting whereby the MP raised a point about the seemingly improved quality of the local rivers, residents had found evidence to the contrary. Cllr Johnson had drafted a letter which was outlined within supporting papers. Other than	CLERK

concerns raised by the fact that discharges were so regular {64 occasions in 2023, amounting to 1,126.75 hours}, but that also before any additional housing is considered {such as the proposed Glebe Farm development}, the system which cannot currently cope, must be upgraded {at an estimated cost of £1.95 million}.

108.4.2 Cllr Johnson **proposed, seconded** by Cllr Young, that the Clerk send a letter to Southern Water expressing SPC's concern {as per supporting papers and to include the updated 2023 figures as discussed} and hope for remedial action. **Agreed**

108.5 **Hoey – Ainscough Implementation Plan Review update** - The Clerk reported that on the 20th March, he had met with the HDC appointed independent solicitor, and had asked that a written response to the November 2023 SPC Implementation Plan Review submission to the monitoring office, be made available for this meeting, but alas this was as yet not forthcoming.

CLERK

The Chair stated for the record that she was dismayed and disappointed that HDC having engaged Hoey Ainscough at considerable expense to the taxpayers had to date not responded to the SPC submission. There had been very little assistance provided; communication only seemed to occur when prompted by SPC, and then with little tangible support given; and wondered if the whole lengthy process had been a complete waste of time and taxpayers' money. – Other SPC Members supported this view.

108.6.1 **To receive a report from the SPC External Auditor for the financial year 21/22 following local electors' objection under Sec. 27 of the Local Audit & Accountability Act 2014. – 'No evidence found of matters not being dealt with appropriately'. Current cost of this process for the year @ £3,995 (Ex VAT) - this includes a 50% discount. To discuss whether to appeal against the decision.** Cllr Campbell had lodged an objection with the SPC External Auditor against Steyning Parish Council and its governance and accountability, following previous objections lodged by him which had been against the SPC Council. Last year, the Auditors started to charge some of their costs back to the Council, and this year some more of these charges were having to be met by the Council as stated above. It was stated by the Chair that a considerable amount of the Clerks time had been wasted whilst dealing with these matters. Cllr Campbell was unfortunately not in attendance to discuss his actions.

108.6.2 Cllr Norcross **proposed, seconded** by Cllr S Alexander, that SPC does not wish to challenge the decision of the External Auditor {as per stated within their report and contained within this meetings' supporting papers}. **Agreed**

CLERK

108.7 **Following the publication of the 2024 NALC Joint Panel on Accountability and Governance (JPAG) - Practitioners Guide:** to receive notification that the two main actions/ changes to guidance which include using gov.uk domains for web site and emails, plus publication recommendation for the internal audit report, are already being implemented by SPC

CLERK

FULL/23/109 REPORTS FROM OUTSIDE BODIES

109.1 **Cllrs Young and M. Alexander – Isolation & Loneliness / PPG**, Vintage Years going well, and the Wardens involvement in the fight to combat isolation and loneliness via their introduction of social clubs is also going very well. The next PPG meeting is due this week.

109.2 **Cllrs Norcross and Lloyd – HALC/WSALC & NALC** - There is a HALC/HDC meeting due on the 29th April at the Capitol Theatre. The next WSALC forum for Clerks is to be convened on the morning of the 22nd April.

CLERK

FULL/23/110 PROGRESS REPORT

To receive the following ongoing items

110.1 *Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing* **Cllr Norcross**

110.2 *Clerk to discuss any new S106 funding opportunities with HDC - Ongoing* **CLERK**

110.3 *SPC to work with Steyning Business Chamber and Wardens to set up Disc reporting system for High Street retailers - Ongoing* **WARDENS**

FULL/23/111 CORRESPONDENCE AND INFORMATION ITEMS

111.1 **Local Council Precept charging data** – The clerk presented a publication from the Department for Levelling up, Housing and Communities which showed informative national statistics in relation to local tax charges.

111.2 **Tree works notification from a resident** – A resident from Bostal road stating that in late April/ Early May some Ash trees will be removed at the entrance into Mount Park with care being taken to control traffic.

FULL/23/112 CONFIDENTIAL SESSION

112.1 Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC 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 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Members of the public left the meeting, and the recording was turned off

FULL/23/113 STAFFING MATTERS

113.1 **To approve recommendations from Personnel Committee concerning the current staff selection process.** The Clerk explained that due to unforeseen circumstances the preferred candidate for the role of Deputy Clerk and Community Centre Operations Manager, was now unable to commence employment, and so the selection process was to begin again, with Job Adverts having already been published. Members were asked to be mindful of the necessity to reduce expectations whilst staff capacity was reduced.

Cllr Young **proposed, seconded** by Cllr Norcross that following the Personnel Committee recommendation, SPC call upon {the employee} for occasional hours, but not exceeding 6 hours per calendar month and at a rate of £19.05/Hr, if needs be, and in accordance with ill health retirement criteria for additional hours. **Agreed**

CLERK

113.2 **To agree any recommendations from the Joint Parishes Youth Committee.** There were none brought forward at this time.

FULL/23/00 DATE OF NEXT FULL COUNCIL MEETING: 20th May 2024 at 7.30pm

Meeting closed at 9.14 pm

Signed Date 20th May 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/aVF1uHvt-ml>

Unfortunately the first 10 minutes are unavailable due to a technical difficulty



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

Wildways initiative

We are changing the mowing regime in a number of our greenspaces across the District this year, in order to improve our sites for their wildlife value. This is on top of changes we have made over the past couple of years and existing meadows at some of our countryside sites, including Southwater Country Park and Chesworth Farm. We have been working in partnership with a number of community groups, including Horsham Greenspaces Forum, Billi-Green and Greening Steyning in this process as well as our Sussex Wildlife Trust partners.

Together we have identified a number of areas, mostly with larger greenspaces, that will change from a fortnightly cut, to a single cut and collect in September. (In a few cases, we will cut the grass in early June creating a spring meadow). This will allow grasses and plants to grow, flower and set seed, provide food and habitat for pollinating insects such as bees, moths and hoverflies as well as other invertebrates like grasshoppers and spiders. All of these provide food for birds and other animals. . If a Wildway borders a surfaced path we will keep a short-mown strip between the meadow grass and the path.

These Wildways are strips of habitat which will help creatures navigate through the urban environment and help build individual 'lanes' within the district wide Nature Recovery Network of interconnected wildlife habitat. Councillors Blackburn and Olsen have been very supportive of the initiative.

See table below for list of sites.

We appreciate that not all residents will like these changes, and there will be complaints as well as compliments from residents. We have a Wildways page on the website with additional information, and answers to Frequently Asked Questions. We will also put notices on site in early March identifying the areas for both residents and our contractors, with a QR code that will link to the webpage

The Wildways initiative is seen as a 3 year project. We aim to monitor some of the key sites over the summer to see what they look like and what value they have as habitat. We will also consider their size and location and residents' comments, but with the expectation that an individual householder's preference for short tidy grass is not a reason to change or scrap the trial plots. However we might look to enhance some sites if they are poor for wildlife. For example this might be by adding wild-flower seed or bulbs next autumn.

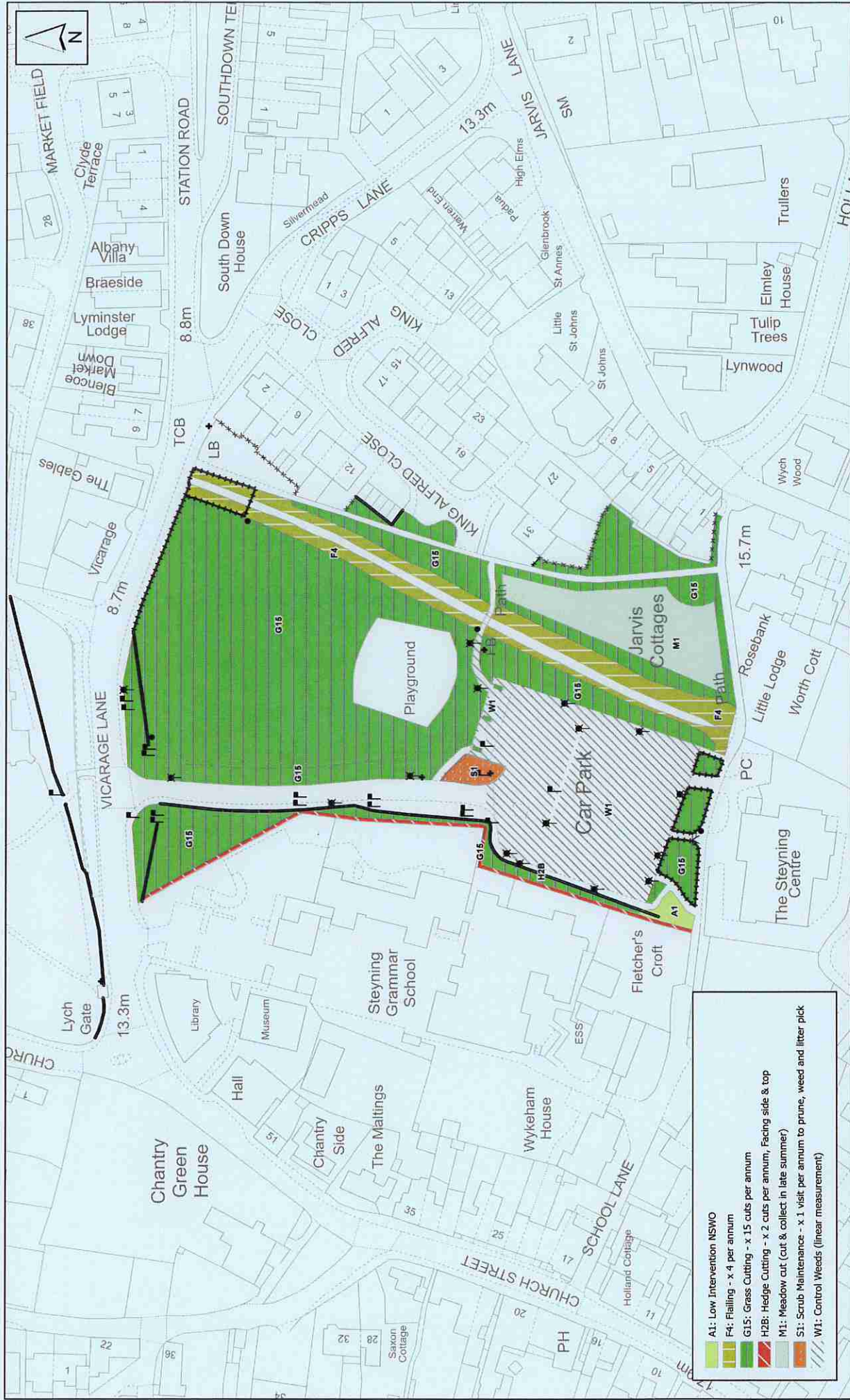
We are also working closely with WSCC Highways and the Weald to Waves project. WSCC are also trialling a reduction in the frequency of their grass cutting of the Highway verges as part of a nationally funded scheme. They are keen to tie in with the Wilder Horsham District initiative. WSCC are proposing reducing the number of cuts from 5 down to 4, but for these cuts to be collected, rather than left on-site

The Weald to Waves project is looking to work with us to promote wildlife gardening as a key part of their vision and we believe this can have real benefits to further the Nature Recovery Network.

Wildways

Billingshurst
Bypass fields
Colgate& Rusper
Roffey Place
Denne
Alder Copse
Barrackfield
Henderson Way open space
Highwood
Highwood Pump Track
Hills Cemetery
Horsham Park
Mill Bay & Cricket Fields
The Needles Recreation Ground
Ridgehurst Drive
Rookwood Park
Tanbridge Park
Forest
Oaklands Close
Henfield
Deer Way
Holbrook E
Chennells Way
Coltsfoot Drive
Jackdaw Lane
Holbrook W
Cook Road Open Space
Gorrings Brook
Nuthatch Way
Woodstock Close / Pixies Hollow
Nuthurst
Woodlands Walk, Mannings Heath
Pulborough
Village Hall
Roffey N.
Roffey Recreation Ground
Roffey S.
Crawley Road
Manor Fields
Oak Tree Way
Steyning
Fletchers Croft
Penlands Vale
St Andrews Churchyard
Storrington
Meadowside
Trafalgar
Boldings Brook
Victory Road Rec

New for 2024



Horsham District Council

Parkside, Chart Way,
Horsham
West Sussex,
RH12 1RL

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St Cuthmans Field / Fletchers Croft car park, Steyning

Map Ref : 081

CVO No :

Date: 05/03/2024

Checked :

Scale: 1:1,000 (at A3)

Revisions :

John Fullbrook

From: Anna Beams ·
Sent: 02 November 2023 15:04
To: Steyning Parish Council - Clerk
Subject: WSALC & NALC Subscriptions 2024-25

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Clerk/RFO

This email is to confirm your WSALC and NALC subscriptions for 2024/25.

At a meeting held on 13th October 2023, the Directors of WSALC Ltd. agreed to increase the WSALC subscription for 2024/25 by **2%** to **36.09p** per elector.

At the NALC AGM held on 24th October 2023 it was agreed that the NALC subscription for 2024/25 would be increased to **7.94p** per elector with a cap of £2,307.

An electorate figure for Steyning Parish Council of 4518 was obtained from the District/Borough Council and this is the figure that will be used to raise your subscription invoice.

Therefore, your total subscription for 2024/25 is:

WSALC Subscription *	1630.55
NALC Subscription	358.73
Total Due (after March 2023)	1989.28

** There is a maximum WSALC subscription charge of £1,750.00 and a minimum of £25.*

An invoice will follow in March/April 2024.

(Please do not pay until you receive your invoice – this email is for your information only)

If you have any questions relating to this email or your council's membership, please do not hesitate to contact me.

Kind regards,

Anna Beams



WSALC Limited

Phone

Website

9 Pound Lane, Godalming, Surrey, GU7 1BX

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Horsham Association of Local Councils
c/o 9 Pound Land, Godalming, GU7 1BX
Tel: 01483 811111

Chairman:
Secretary: Anna Beams

Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
BN44 3XZ

31st August 2023

Invoice number:

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01/04/23 – 31/03/24

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112 St. Augustine Street
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Email:



Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

Invoice

Invoice No	MEM2
Invoice Date	14/11/2023
Account Ref	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: John Fullbrook (40398) Due:01/01/2024	£357.00	£357.00	0.00	£0.00

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: Hazel Roxby (1003844) Due:01/01/2024	£188.00	£188.00	0.00	£0.00

11 April 2023

Mr John Fullbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
STEYNING
BN44 3XZ



TEL
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Member: 76295

INVOICE

RENEWAL DATE: 01/05/2023
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TO WHOM IT MAY CONCERN

06 October 2023

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s) **Steyning Parish Council**

Postal Address **The Steyning Centre, Fletchers Croft, Steyning, West Sussex, BN44 3XZ, United Kingdom**

Our Ref

Business Description **Parish Council**

Employers' Liability

Insurer:	Hiscox Insurance Company Limited
Policy number:	8188757
Cover period:	1 st September 2023 to 31 st August 2024
Standard limit of £10,000,000:	Yes

Public Liability

Insurer:	Hiscox Insurance Company Limited
Policy number:	8188757
Cover period:	1 st September 2023 to 31 st August 2024
Standard limit of £10,000,000:	Yes
Basis of limit:	Any one claim

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
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We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter



2024-25 Steyning Parish Council Meetings Schedule

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

Agreed by SPC Full Council - 19th February 2024

ITEM 14.3

STEYNING PARISH COUNCIL SCHEDULE OF INSURED ASSETS 1st September '23 - 31st August '24

Purchase date (if known) Before 2015 unless specified	Asset	Location	Condition	Date last inspected	Replacement date (Estimated)	Cost or proxy cost	Insured values
	Buildings					Updated March 2023	As at October 2023
	Steyning Centre	Fletcher's Croft	Very Good	Daily / Annually	Maintained	£ 1,852,811.12	£ 2,607,698.00
	Marley Shed Recreation Gnd	MPF	Average / Poor	Annually	Maintained	£ 8,358.26	(Insured by C. Club)
	Changing Rooms	MPF	Good	Weekly	Maintained	£ 192,757.04	£ 220,000.00
	Clock (Clock Faces and mechanism within Clock Tower)	High Street	Good	Annually	Maintained	£ 17,623.12	£ 27,601.00
	St. Cuthman's statue	Fletcher's Croft	Good	In 2021	Maintained	£ 23,420.91	£ 36,269.00
	Total - Building Costs					£ 2,095,170.45	£ 2,891,568.00
	Play and Recreation						
Various	Play & Exercise Equipment various locations (jointly owned fence at South Ash)	Various	Good / Fair	Fortnightly and annually	Some Due	£ 107,250.00	£ 170,063.00
Various	Safety Surfacing various locations	Various	Good / Poor	Fortnightly and annually	Some Due	£ 80,379.23	£ 123,043.00
Year 2019	Other Sports Surfaces - Basketball Court	MPF	Excellent	Fortnightly and annually	Replaced 2019	£ 28,850.00	£ -
	Contents - Steyning Centre:						
	Outside Steyning Centre 3 x Memorial bench	Steyning Centre	Good	Annually	Maintained	£ 1,200.00	£ -
	Office Contents*	Steyning Centre	Good	Annually	Maintained	£ 9,833.14	£ -
	General contents**	Steyning Centre	Good	Annually	Maintained	£ 112,470.00	£ 241,867.00
	Contents - Outside equipment:						
	Street furniture***	Various	Good / Fair	Annually	Maintained	£ 45,439.69	£ 56,942.00
	Gates & Fences	Various	Good	Monthly	Maintained	£ 1,350.00	£ 2,151.00
	Mowers & Machinery****	Various	Fair	Annually	Maintained	£ 2,436.10	£ 9,928.00
Year 2019	Sports Equip Basketball Stands	MPF	Excellent	Monthly	Replaced 2019	£ 750.00	£ -
	Steyning Town Pump and Trough	High Street	Poor	Unknown	Maintained	£ -	£ -
21.05.15	War Memorial	MPF	Excellent	Monthly	Maintained	£ 30,000.00	£ 52,629.00
	Total - Contents + Play & Recreation					£ 419,958.16	£ 656,623.00
	*OFFICE CONTENTS INCLUDE						
	Telephones	Steyning Centre	Good	Annually	Maintained	£ 180.25	£ -
	Zoostorm computers and equip	Steyning Centre	Fair	Annually	Maintained	£ 2,128.98	£ -
	Lenovo B5400 Laptop	Steyning Centre	Fair	Annually	Maintained	£ 1,200.00	£ -
Year 2020	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 960.00	£ -
Year 2021	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 750.00	£ -
Year 2019	New network computers / monitors	Steyning Centre	Good	Annually	Maintained	£ 600.00	£ -
	Photocopier	Steyning Centre	Good	Annually	Maint' Agreement	£ 4,013.91	£ -
					Total	£ 9,833.14	{See General Contents}
	**GENERAL CONTENTS INCLUDES						
	Steyning Centre - General	Steyning Centre	N/A	N/A	N/A	£ 25,080.00	£ -
Added 2019	Piano & Stool	Steyning Centre	Excellent	Annually	Maintained	£ 800.00	£ -
	Phillips Audio system	Steyning Centre	Fair	Annually	Maintained	£ 571.00	£ -
	Various Kitchen equipment	Steyning Centre	Good/Fair	Annually	Maintained	£ 35,000.00	£ -
Added 2023	Inc. New Fridge/Freezer CHIQ (£289)						
Added 2023	Inc. New Cooker - Falcon 6 (£2,371)						
	Sound system main hall	Steyning Centre	Good	Annually	Maintained	£ 8,450.00	£ -
	Film screens main hall & Saxon room	Steyning Centre	Fair	Annually	Maintained	£ 3,287.00	£ -
	Sound equip speakers and amplifier	Steyning Centre	Fair	Annually	Maintained	£ 2,450.00	£ -
	Cinema equip. screen, DVD & amplifier	Steyning Centre	Good	Annually	Maintained	£ 10,525.00	£ -
	Television trolley	Steyning Centre	Fair	N/A	N/A	£ 140.00	£ -
2021	Epson Projector	Steyning Centre	Good	N/A	N/A	£ 550.00	£ -
2022	2 x Large TV Monitors	Steyning Centre	Excellent	Annually	Maintained	£ 1,311.00	£ -
2022	2 x Camera / Audio visual enhancement	Steyning Centre	Excellent	Annually	Maintained	£ 2,640.00	£ -
2022	16 x Microphones	Steyning Centre	Excellent	Annually	Maintained	£ 3,661.00	£ -
2019	Chairs x 250	Steyning Centre	Good	Annually	Maintained	£ 16,755.00	£ -
	Chairmans Badge of office	Steyning Centre	Fair	N/A	N/A	£ 800.00	£ -
Nov-15	Water colour painting by J Binns (Gift to PC)	Steyning Centre	Good	N/A	N/A	£ 450.00	£ -
					Total	£ 112,470.00	£ 241,867.00
	***STREET FURNITURE INCLUDES						
	Street lights (49 lamps) - See separate sheet	Various	Fair		N/A	£ 26,793.00	£ -
Year 2000	Poem on the stone	Mouse Lane	Good	Bi - Annually	Maintained	£ 2,924.00	£ -
Various	Seats / Benches	Various	Varies	Annually	Maintained	£ 2,703.00	£ -
2 x Added '20	Notice Board	Allotments/High St	Good	Annually	Maintained	£ 1,091.69	£ -
	CCTV	Various	Poor	N/A	N/A	£ 8,000.00	£ -
Added May19	Steyning Welcome Sign	Bramber Road	Excellent	Annually	N/A	£ 3,528.00	£ -
Added April 20	St Cuthman silhouette	Bramber Road	Excellent	Annually	N/A	£ 400.00	£ -
					Total	£ 45,439.69	£ 56,942.00
	****MOWERS & MACHINERY INCLUDES						
	Maint. tools	Steyning Centre	Fair	Annually	Maintained	£ 575.00	£ -
	4 x goal mouth irons & large roller	Cricket Club Shed	Unknown	Annually	Maintained	£ 389.10	£ -
2018 /2019	Strimmers	Steyning Centre	Good	Annually	Maintained	£ 350.00	£ -
2020	Dust Cart	Cricket Club Shed	Good	N/A	N/A	£ 1,122.00	£ -
					Total	£ 2,436.10	£ 2,757.00
Total						£ 2,515,128.61	£ 3,548,191.00

Note: Since 2010 / 11 the External Auditor have advised that for the purposes on the Annual Return, the historic cost of items should be recorded, with no allowance for appreciation of depreciation - This is termed the Proxy Cost in the table above. The total value of fixed assets will only change therefore when an item is purchased or disposed of.

For insurance purposes, the Parish Council insurance provider shall recommend the percentage increase in uninsured values.

As per disposed asset details below, it has been established in 2020 & 2022, that The Bowls Club Pavilion and the Clock Tower are not owned by the Parish Council

Disposed assets:							
Nov-14	Old office Laptop - stored until hard drive deleted.	£	400.00	Aug-22	Panasonic Projector	£	1,250.00
Jun-15	Fax - no longer used Disposed 2020	£	120.63	Aug-22	Sony VCR	£	100.00
Sep-18	Telephones	£	180.25	Aug-22	Sony DVD	£	100.00
Aug-19	Zoostorm - computer and equipment	£	2,128.98	Dec-22	Clock Tower	£	124,258.12
Nov-20	Bowls Club Pavilion	£	124,630.00	Mar-23	Fridge	£	250.00
Aug-22	Sony TV	£	230.00	May-23	Cooker	£	2,000.00
Aug-22	Overhead Projector	£	175.00	Sep-23	Curtains - replaced	£	1,625.00

Please also note that Steyning Parish Council owns land at the Memorial playing field, Chandlers Way, South Ash, Abbey Road, Fletchers Croft, Normans Way, Cripps Lane, Godstall Lane, Rublees Allotments & Canada Gardens Allotments, and the details of these Land assets are noted within the SPC Land register. It also leases the Bus Shelter from HDC

Obtaining the General Power of Competence

Item 14.4

Briefing Notes

At the September 2023 Full Council Meeting it was agreed that SPC would obtain the 'General Power of Competence' via the following motion

To agree that SPC obtain the Power of Competence – Supporting papers explained what the General Power of Competence meant for this council and detailed how the Council had now become eligible to obtain this additional 'power'. Cllr Young **proposed, seconded** by Cllr S Alexander, that as SPC fulfill the criteria for obtaining the 'General Power of Competence', it's proposed that SPC agrees to use it should the need arise. **Agreed**

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. **The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does).** This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

We compiled the following information so that members and residents can understand what the 'Power of Competence' means.

The Freedom of the General Power of Competence {GPC}

Councils no longer need to ask whether they have a specific power to act. GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can't impose taxes on other people – so a local council can't use GPC to raise taxes.

on the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices – but it must do so using the specific original legislation. GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

The Two Criteria for Eligibility

1. Elected Councillors

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election (including at a bye-election) whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant. If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

2. A Qualified Clerk

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they

undertake the relevant training and must pass **Section 7 in Isolation Module** in order to be fully qualified for the purposes of the GPC (see CILCA Section 7 & GPC section at top of this page).

The recognised sector-specific qualifications are:

1. The Certificate in Local Council Administration (CILCA) awarded by Ascentis (or previously by Monitoring and Verification Board or the AQA). If the CILCA certificate was awarded pre 2012, you must also hold GPC Section 7 in Isolation Module certificate.

2. Or one of the following higher education qualifications awarded by the University of Gloucestershire or its predecessor institutions, namely:

- The Certificate of Higher Education in Local Council Administration
- The first level of the Foundation Degree in Community Engagement
- The Certificate of Higher Education in Local Policy and Governance (the Level Four course)
- Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (after the ordinary election). If it has already started an activity under GPC for which there is no other specific power, it remains eligible for the purpose of completing that activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

Risks and Restrictions Limiting GPC

There are some risks associated with using GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of GPC.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
 - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
 - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
 - The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.

- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.
- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society, it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under GPC .
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action, the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use GPC primarily to raise money, but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities

The council risks its reputation and public money if a project goes wrong.

John Fullbrook

From: Carolyn Rossiter ✓
Sent: 19 April 2024 10:11
To: John Fullbrook
Cc: Hazel Roxby
Subject: RE: 2021/22 Objection Response

Dear John

Thank you for your email and the minute as drafted is sufficient for my purposes to confirm our letter has been brought to the attention of and discussed by the council at a meeting within a reasonable timeframe of it being issued.

I haven't received any other correspondence in relation to this matter and so I have today signed off the 21/22 AGAR's EA Report .

This will be with you once it has been processed through, together with our letter and invoice.

I have timetabled the 2022/23 second stage review to be looked at next week with a view to completion ASAP following that. We have no objections or other points raised for our attention on the 2022/23 year and so, as long as there is no additional information required, we should be in a position to sign off before the end of April.

Many thanks to you and Hazel for your assistance in providing the additional information required to process the objection points, as well as the unaccepted objection points requiring to be reviewed outside the objection process.

Kind regards

Carolyn Rossiter
Partner
Moore East Midlands



Section 3 - External Auditor Report and Certificate 2021/22

In respect of **Steyping Parish Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2021/22

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has answered 'Yes' to Box 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2020-21. Therefore, it relates to the Notice announcing the public right to review the 2019-20 return which was published during 2020-21. As noted in our Auditor Report last year, this notice was not correctly advertised therefore this question should have been answered 'No'.

Section 2 does not appear to properly reflect the council's annual share of income and expenditure in relation to the Joint Cemetery Committee. The council prepares its accounts on an Income and Expenditure basis. Therefore, whilst the current year box 7 figure appears to be correct, the current and prior year figures should reflect the authority's annual entitlement to its share of income and expenditure within boxes 3 and 6. The authority's opening share of the balance should have been introduced within box 1 for the comparative year with an appropriate explanation for the change from the AGAR figures submitted last year. As timing precludes correction of this matter on the 2022/23 AGAR, we would anticipate that the 2023 figures within boxes 1,3 and 6 of the 2024 annual return will be revised as necessary to reflect this.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2021/22

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'MOORE' in a cursive, stylized font.

Date

19/04/2024

Smaller Authority Name: **Steypning Parish Council**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022
Accounts and Audit Regulations 2015

- 1 The audit of accounts for Steypning Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of Steypning Parish Council on application to

(a) (Name of Clerk)

Mr John Fullbrook

(b) (Address of Clerk)

Steypning Parish Council
The Steypning Centre
Fletchers Croft
Steypning
BN44 3XZ

(c) (Telephone/email, and hours and arrangements to view)

Please make an appointment by contacting the Clerk on 01903 812042 or via email on clerk@steypningpc.gov.uk

- 3 Copies will be provided to any person on payment of **£1.00** for each copy of the Annual Return

Announcement made by (Name of Clerk)

Mr John Fullbrook

Date of Announcement

19th April 2024

LAND REGISTER - For Steyning Parish Council (May 2023)

{The details of this register are currently being reviewed and updated}

{Area estimated to nearest 10 meters squared}

1. Steyning Community Centre Land – Land surrounding the Steyning Community Centre. Includes tarmac access, Parking area, two patios, Grass lawn and decorative Borders, Trees and Benches.

Buildings on site – Steyning Community Centre, Adjoining Public Toilets & 1 Shed.

Registered 1st October 1991

Title Number - **WSX166216- 1991**

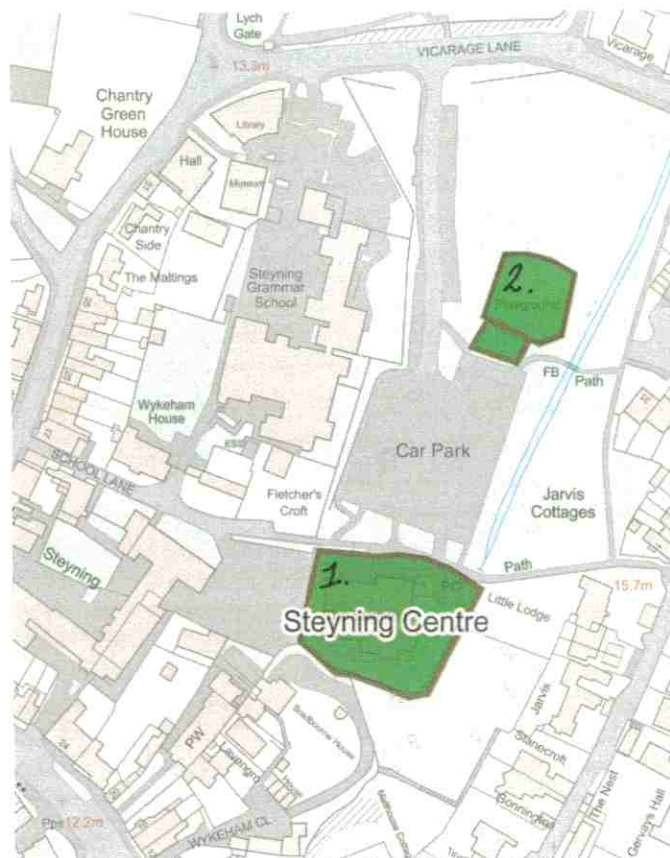
Freehold

Ordnance Survey Reference: **TQ 178/112**

Address – **Fletchers Croft, Steyning**

West Sussex, BN44 3XZ

Area – **2,300 Meters²**



2. Fletcher's Croft Play area – Land leased from HDC.

Large play area bounded by fencing with tarmacked 'open' Fitness zone adjacent including equipment and exercise framework.

Title Number – **WSX294881**

Licenced for every 5-year period

Current period 2022 to 2027

Ordnance Survey Reference: **TQ 179/113**

Address – **Fletchers Croft, Steyning**

West Sussex, BN44 3XZ

Area – **830 Meters²**

3. Chandler's Way Play Area – Accessed via Chandlers Way, but footpath the property of WSCC. Bounded by Laines Road and Chandlers Way properties. No access from Laines Road.

Grassed space with small children's play area.

Registered 2 October 1984

Title Number – **WSX147959**

Freehold

Ordnance Survey Reference: **TQ 173/108**

Address – **Chandlers Way, Steyning,**

West Sussex, BN44 3NG

Area – **1,380 Meters²**



4. Cripps Lane – Small parcel of land on the junction with Jarvis Lane containing mostly hedge and trees.

Registered 5th March 1973

Title Number – **SX152550**

Freehold

Ordnance Survey Reference: **TQ 182/113**

Address – **Fletchers Croft, Steyning**

West Sussex, BN44 3YD

Area - **250 Meters²**



Steyning Parish Land Register as per May 2023

5. Memorial Playing Field – This land is within the conservation area and the western half is within the curtilage of the South Downs National Park. It is registered as Village Greens VG93 and VG65. Bounded by Charlton Street, Newham Lane, and the Mill Road Footpath, with Rublees allotments to the West, and contains land and buildings leased to sports clubs. Also includes Cricket pitch, large children's Play Area, Orchard, Basketball hard court and large grassed area sometimes marked for sports pitches. Also, Parish Council owned Changing Facilities (Building), plus tarmacked Car Park for 18 Cars.

Conveyance Documents held

Part of the land is unregistered

Title Numbers - WSX 118062 – Details pending
(Land formally known as Newham Land Nursery)

Freehold

Tennis Courts Area Leasehold for 25 years from 2nd December 2010 - WSX340741 (includes building and Hard courts)

Cricket Club Area Leasehold for 20 years - from 2008
(Includes Building, Sheds, Cricket Nets, Grass Pitch and 2 Astro turf pitches)

Bowls Club Area Leasehold for 6 years - from 2020
(Includes Building, Outhouses, and Bowling Green)

Ordnance Survey Reference: TQ 174/112

**Address – Charlton Street, Steyning, West Sussex
BN44 3LE**

Area – 45,240 Meters²

6. Allotments – Rublees (87 plots) –

Accessed from Newham Lane and Mill Road footpath. It is bounded by the MPF, Newham Lane and a public footpath to the Lower and Upper Horseshoe.

This land is within the South Downs National Park.

Title Number – Details pending

Purchased 3rd March 1979
(Occupied as Allotments since 1947)

Freehold

Ordnance Survey Reference: TQ 173/112

**Address – Fletchers Croft, Steyning
West Sussex, BN44 3XZ**

Area – 12,800 Meters²



7. Allotments – Canada Gardens (50 plots) - Accessed via Newham Lane, bounded by Newham Lane and dirt track road. This land is within the South Downs National Park.

Title Number – Details pending

Freehold – Land transferred to Steyning Parish Council on 30th September 1946.

Document Envelope D10062.

Conveyance Document held

Ordnance Survey Reference: TQ 171/107

**Address – Fletchers Croft, Steyning
West Sussex, BN44 3XZ**

Area – 7,550 Meters²



8. South Ash Play area – Accessed from South Ash and bounded by properties in Middle Mead. Almost entirely tarmacked small children's Play area with two pieces of equipment and one seat. The fence abounding 34 Middle Mead is a jointly owned boundary.

Title Number WSX 147572

Freehold

Ordnance Survey Reference: TQ 179/117

Address – South Ash, Steyning,

West Sussex, BN44 3SJ

Area - 210 Meters²

9. Abbey Road Land – Open space which is registered as a village green. The eastern area forms a meadow (as requested by residents) and is mown once yearly, with small pond and trees on east boundary and in centre of area. The area to the west is mown regularly to provide an open space for recreation. A stream runs adjacent its northern boundary. There is an Orchard development to the west and a volunteer assisted Land management plan enabling some rewilding.

Registered 31st December 1999

Title Numbers – WSX240572 , WSX192659

Freehold

Ordnance Survey Reference: TQ 179/115 and

TQ 181/116

Address – Abbey Road, Steyning,

West Sussex, BN44 3SQ

Area – 7,350 and 11,670 Meters²

10. Abbey Road Play area – Accessed from Abbey Road, with some play equipment provided. Small wooded area behind (East) of play area.

Registered 31st December 1999

Title Number - WSX240564

Freehold

Ordnance Survey Reference: TQ 182/115

Address – Abbey Road, Steyning, West Sussex
BN44 3SQ

Area - 980 Meters²



11. Norman's Way – Tarmac area with basketball Hoop, bounded by Norman Way properties.

Area surrounding is owned by WSCC.

Access area owned and maintained by HDC.

Title Number – Details pending

Freehold

Ordnance Survey Reference: TQ 179/121

Address – Fletchers Croft, Steyning

West Sussex, BN44 3XZ

Area – 180 Meters²



12. Land at Godstall's Lane – Slim strip of land adjacent Godstall's Lane. Small grass strip on west side of road and small clump of trees and shrubs on east side and to the rear of Newham close properties.

Title Number – WSX345123

Freehold

Ordnance Survey Reference: TQ 174/109

Address – Godstalls Lane, Steyning

West Sussex, BN44 3XZ

Area – 320 Meters²



Further Leasehold Arrangements

High Street Bus Shelter / Public Convenience

Title Number – WSX295555

Leasehold

Ordnance Survey Reference: TQ175/112

Address – High Street, Steyning,

West Sussex, BN44 3RD

Area – 40 Meters²



Register of Common Land (not owned by Steyning Parish Council)

Common Land Registered in 1970*

CL274 Penland Way / A283 Verge

CL275 Castle Lane adjacent Clivedale

CL278 Land opposite Southdown Terrace

CL277 Church Street Verge

*Confirmed by Peter Jupp, WSCC 29/10/14 and 24/07/15.

Joint Climate Action Group

- update from meeting 13th May

Attendees:

Steyning: Sarah and Vicci

Bramber: Mick and Mike

Upper Beeding: Frank

In attendance: Laura (Greening Steyning)

Apologies: Ann, Jill, Simon, Richard, Geoff (Greening Steyning)

Notes from the Meeting – taken by Cllr Vicci Johnson

1. Review minutes from last meeting
2. Updates from Parishes - see draft minutes Upper Beeding and Steyning and Your Steyning coverage from both Upper Beeding and Bramber. Greening Steyning talk at Upper Beeding parish meeting on 23rd May. All 3 Councils now declared a climate emergency and have climate on every Council agenda.
3. Solar panels CAN be erected in a conservation area – Mike preparing a summary which maybe Greening Steyning can share
4. LCWIP working party 10 under the Partnerships's sustainability committee. Good progress!
5. Things to celebrate – Saltings loop (Upper Beeding). WSCC commitment to the white bridge reinstatement in 2025. Abbey Road open day. 5, maybe soon 6 community orchards!
6. Ongoing issues: changing to ethical banking – Coop not taking new business customers.
7. Life on the verge and HDC and WSC.
Life on the verge Greening Steyning update: School lane end of Pepperscoombe/ Deacons way, small area top of Shooting field, part of Bramber roundabout near bottom of Clays Hill, Clays Hill (managed by neighbours). Annual botany surveys and (new) invertebrate survey should track change over time. Might need an extra July cut in addition to September cut (ok to support butterflies) as lots of growth because of the heavy rain. Key is to remove all the cuttings to reduce soil fertility. Signs were removed last year from the verges. Group agreed for new (larger) signs to be placed

Horsham wild ways areas: one area within St Cuthman's churchyard, 2 small areas in Penland's Vale, and a meadow cut behind Jarvis cottages on the slope.

WSCC Greenpoint project use of cut and collect machines on standard urban verges. 4-5 cuts collected each time. Experiment with University and scientific partners to see if Biochar can be generated (used to make roads?)

Discussion point: community orchards in corners of Upper Beeding Rec and Steyning MPF. Could we incorporate other wilder areas in our Parish owned public spaces?

Action: Greening Steyning verge report this summer to go on website and Your Steyning update and to go on next agenda of this group. (Action Laura)
Add sites to Weald to Waves

8. Sussex Nature recovery strategy: Suggest Greening Steyning and Steyning Downland scheme could complete
<https://www.surveymonkey.com/r/LHXHQ2K>

Action: 3 clerks to clarify whether parish councils are expected to fill it in and how widely to share.

9. Horsham green space strategy. Circulated for individual PC responses

10. Cutting the ribbon for green day – what about Council Chairs there?

11. **Date of next meeting: Mon 9th Sept 19:30**

Briefing note for Annual Parish Council Meeting

Please note that this group are asking for agreement and support under points 8 and 10

Three letters to the Chair concerning proposed Glebe Farm development

Letter 1

Dear Chair

DC/21/2233 - Land North of Glebe Farm

I am writing to object to the planning application to build 265 houses on land behind Kings Barn Lane on Glebe Farm.

Unsustainability - This is an unsustainable volume of housing that amounts to the over-development of Steyning. This level of building would increase Steyning's houses by 11% with an expected increase of around 1,000 people which will put an enormous strain on the doctors, schools, roads, and the natural environment. The local primary and secondary schools, and the doctors, dentists are at capacity now. This also creates a problem when there are not any new businesses in the area, so everyone would have to commute to a workplace. The site claims to be affordable houses for local people. The problem with this is that most of the houses are too big for first time buyers and you cannot guarantee that locals will buy up the site as its first come first serve.

Just look at the massive developments around here and its full of London commuters.

Lancing, Broadbridge Heath, Thakham, to name a few. People expressing interest for their children to buy these houses have opportunity to buy any of the homes that are currently on the market through the 5 Estate Agents on the high street, yet some of these properties have been on the market for over a year. There is also no 'Right' to purchase a property anywhere. I would like a house in the Centre of London, but can't afford it, so I live where I can.

I think that as Horsham's target has been met and developers should be looking at areas like Lewes, where they cant meet their targets and are looking to sell their quota to West Sussex.

Traffic – On average, each house will have 2 cars, so you will be looking at adding at least 500 cars extra to poor transport links. This development will add significant pressure to local roads. There is little by way of public transport services in and out of Steyning. Steyning is not on a train line, so residents will be reliant on using cars and this will result in a huge increase in the number of vehicles on already very busy roads. The proposed access/exit is directly onto the A283 – already a busy and fast road with a 60mph limit – and poses safety concerns for both road traffic and pedestrians. Residents are already concerned about the existing access from Cannons Way onto the A283 because of the traffic speed. There have also been a high number of collisions on the A283 adding to concerns about safety. A new roundabout junction onto the road will increase the hazards . Many of the other roads in Steyning are reduced to single file traffic at busy times of the day and the high street frequently suffers from vehicle congestion, including in the car parks that are usually at capacity. If the proposed emergency access road onto Roman Road were to become a full access road then this would add to unacceptable levels of traffic onto the narrow lanes of Kings Barn Lane, Roman Road, and Jarvis Lane, not to

mention, it will be extremely hard for fire engines to turn into this access point. If we exclude the cars, then people are relying on buses which run so infrequently, you would not be able to travel to work. I start at 7.00 in Brighton and there is not a bus that gets me to work on time, so I need to drive my car. Buses on a weekend are a joke and to get to neighbouring towns, I have to drive my children to see their friends or use facilities like a skate park.

Biodiversity and natural habitats – The fields on Glebe Farm are home to a wide ranging number of birds and species, including Red kites, Buzzards, Kestrels, Herons, Storks, Foxes, Rabbits, Badgers, Mice, Slow Worms, as well as the fish in the chalk streams. Its location as wide open fields close to the water means it is teeming with wildlife and requires a full assessment. I would also be interested to see what's happened to the protected Bat species, since I raised my point about them being present with the developer. I reported on their site in 2019 about having at least 20 bats a night swam over the garden, but now, I haven't seen a bat in over a year. Very convenient!

Neighbourhood plan - This site and this intensity of concentrated housing goes against the wishes of residents of Steyning who voted for the Steyning Neighbourhood Plan. This site was not allocated in the neighbourhood plan, and where a much lower level of housing over the whole plan period has been written into the policies, to be evenly spread around the town to maintain balance, and where housing development on brownfield sites at the former school will deliver much of what is needed for the town. The Steyning neighbourhood plan was made in September 2022 and remains a material document for planning purposes and should not be ignored. The Glebe Farm site has previously been assessed by Horsham District Council and recorded as being un-developable in its most recent Strategic Housing Land Availability Assessment (SHLAA) in December 2018.

Flooding - The fields proposed for development are green fields which already experience frequent flooding and where Steyning is listed as one of the 25 areas in West Sussex most at risk from flooding. Local flood events in recent times has seen the northern part of Kings Barn Lane become impassable. To concrete over this land, which currently provides some natural drainage, will only exacerbate the flood risk and harm the precious chalk streams which run alongside it too the northern section. Surveys have found that the land at Kings Barn Lane is not very permeable, and there will be expected risks to downstream areas. I also notice that all the inspections on this site are done when its dry. I haven't seen one inspection when its wet and the fields are flooded. To add to the majority of new sites, the existing hoses always seems to get the surface run off and are just left with the problem as the company that builds the houses are sold off and no longer their problem. This model is replicated all over Sussex.

Water neutrality and sewage - The nearby water treatment works are already over capacity which means tanker lorries having to travel up the narrow lane to take away the sewage to other plants – sometimes on a daily basis. Added to this, Steyning is within the Sussex North Water Zone and therefore subject to water neutrality planning restrictions. The proposed SUDS system is not adequate to cope with periods of heavy rainfall, as has been seen recently. The proposal to discharge the SUDS system into the precious chalk streams on the northern section

of the land must not be permitted because it will pollute the water up to the Black Stream which is a spawning ground for trout, sea trout and coarse fish. This water way is protected by the Ouse and Adur Rivers Trust. At the Neighbourhood plan meeting in Steyning when this was first discussed, Southern Water even said they would not be able to cope with the demand of this site.

Lithium storage site - There are some concerns about the proximity of building next to the existing lithium battery energy storage system and the possible dangers it poses.

There are many more reasons why this site is not suitable for planning, but for the reasons I have set out, I do not think that planning permission should be granted, and I would be grateful if you could take my views into consideration.

Kind regards,

■■■■

Letter 2

12 May 2024

Dear Sir/Madam

Glebe Farm, Steyning: Planning Application DC/21/2233

I have previously voiced, and posted on the planning portal, my sound objections to the planning application in its current form.

For the reasons set out below, planning permission should be NOT granted in its current form, and I would be grateful if you could take my views into consideration.

Whilst some additional local housing need can be supported (see point 3). This application is over development in mass and scale and appears to being '**bounced**' through without proper consultation from all relevant parties AND residents.

1. Promotion

This site has NOT been promoted through a Neighbourhood plan or local plan; it has jumped straight to inclusion at District level. A method of avoiding local wishes and most importantly considering sensible local needs.

2. Greenfield vs Brownfield

There is a planning presumption of brownfield land first. There is sufficient brown land available to satisfy local, and district needs. (e.g. Steyning old school land, or, indeed if there were a larger need then the District might like to consider the land at the 'cement works' which would, by **masterplan**, benefit adjoining district(s) as well.

3. Viability vs Size – **no scheme should be driving by purely developer profit.**

(a) This is clearly a financially generated application of 265 houses and thus an 11% increase in a 'historic village/town within the South Downs area'.

(b) Whilst it is accepted that there may sensibly be a local justification of say up to 75 units, alas you are allowing this promotion by reason only that Developers cannot make a smaller scheme work on viability (profit terms) for Glebe Farm. This does not itself justify 265 homes.

(c) Mix again the local need is for smaller starter homes, and this is ignored to make it financially work!

4. Sustainability and impacts: This would constitute the over-development of Steyning.

(d) Services (Doctors/Dentists and most importantly Schools) have insufficient capacity for more than 1000 persons., and in terms of schooling some 500 extra children. Steyning is already at capacity as it takes children in from outside towns.

(e) Negative also contrary to Government advice this will have a negative Water extraction requirement in the area from 265 homes.

(f) Biodiversity: The fields on Glebe Farm are home to a wide ranging number of birds and species, including storks, as well as the fish in the chalk streams. Its location as wide-open fields close to the water means it is teeming with wildlife and requires a full assessment.

5. Neighbourhood plan – **what has changed and why ?**

(a) Steyning residents should have been given the right to comment on a properly formulated Neighbourhood Plan with this site included, BUT it was not.

(b) The Steyning neighbourhood plan (September 2022) remains a material document for planning purposes and should not be ignored.

(c) The Glebe Farm site has previously been assessed by Horsham District Council and recorded as being **un-developable** in its most recent Strategic Housing Land Availability Assessment (SHLAA) in December 2018.

6. Flooding

(a) The fields already experience frequent flooding and where Steyning is listed as one of the 25 areas in West Sussex most at risk from flooding. Local flood events in recent times have seen the northern part of Kings Barn Lane become impassable.

(b) To concrete over this land, which currently provides some natural drainage, will only exacerbate the flood risk and **harm the precious chalk streams which run alongside it too the northern section.**

(c) Surveys have found that the land at Kings Barn Lane is not very permeable, and there will be expected risks to downstream areas.

7. Traffic

The proposed impact and plan are **extremely dangerous**, ill conceived (again without a bridge the risk of child fatality from crossing from a new scheme to local schools cannot be considered safe.

- a. With little public transport (limited bus service and no train line) it means 265 homes of (*2 cars) entering and crossing the bypass a fast 60mph road.
- b. There is **no planned bridge solution**, so families and school children must navigate across the bypass.
- c. Any proposal to put further crossings and lights will defeat the nature of the bypass as a free-flowing traffic solution for the whole district. It will push traffic to cut back through the high street increasing danger to pedestrians.
- d. Residents are already concerned about the existing access from Cannons Way onto the A283 because of the traffic speed. There have also been a high number of collisions on the A283 adding to concerns about safety. A new roundabout junction onto the road will increase the hazards.
- e. Steyning high street and surrounding roads are narrow and reduced to single file traffic at busy times of the day and the high street frequently suffers from vehicle congestion, including in the car parks that are usually at capacity.
- f. If the proposed emergency access road onto Roman Road were to become a full access road, then narrow lanes of Kings Barn Lane, Roman Road, and Jarvis Lane would not manage. The emergency needs would not be met with traffic blocks at Castle Lane a single rack road, already being used as a short cut out to the southern end of the bypass.

8. Water neutrality and sewage

The nearby water treatment works are already over capacity which means tanker lorries having to travel up the narrow lane to take away the sewage to other plants – sometimes daily. Added to this, Steyning is within the Sussex North Water Zone and therefore subject to water neutrality planning restrictions. The proposed SUDS system is not adequate to cope with periods of heavy rainfall, as has been seen recently. The proposal to discharge the SUDS system into the precious chalk streams on the northern section of the land must not be permitted because it will pollute the water up to the Black Stream which is a spawning ground for trout, sea trout and coarse fish. **This water way is protected by the Ouse and Adur Rivers Trust.**

Yours faithfully



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Letter 3

Dear Joanna Norcross,

I am horrified at the above proposal to build 265 houses at Glebe Farm.

This development would not be specifically for local people and would draw people in from far and wide, increasing pressures on the town.

The development would be totally out of character in the beautiful, historic small town of Steyning and Steyning would end up as another dormitory town with much more traffic from commuters. It would mean an extra 500 cars on our roads and even more pressure on our town car parks.

It is already difficult to get an appointment at the Health Centre so this would be virtually impossible with approximately 1,000 new residents.

Likewise, there is nowhere near enough capacity at the local schools.

The Adur River is on the Weald to Waves route, attempting to preserve and enhance much-depleted wildlife in the area. What is the point of building all over green fields in direct opposition to attempting to preserve our limited wildlife?

The local sewerage farm cannot cope with the existing population, and I often see sewage in the river. A few years' ago my beautiful labrador became ill and died from a viral infection contracted after swimming in the River Adur, polluted with poorly treated sewage.

The pressure for housing is not from indigenous British people but mainly caused by the constant influx from overseas. This situation must be reversed, or we will be overwhelmed and our beautiful countryside will disappear under buildings. We are already one of the most densely populated countries in the world.

Local people who pay their taxes and make the town what it is should be listened to and not take second place to greedy developers. Brownfield sites should be redeveloped rather than destroying our beautiful remaining countryside.

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