



The Steyping Centre, Fletchers Croft, Steyping
West Sussex, BN44 3XL
Tel. 01903 812042
www.steypingpc.gov.uk

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17th JUNE 2024 AT 7.30PM

Councillors Present : Cllrs Young (Vice Chairman), S. Alexander, Lloyd, Ballance, Linfield, Campbell, Foxwell, Bell, Sharp and Hanson.
Clerks in attendance : John Fullbrook
Members of the Public : 2 {inc. District Cllr V. Finnegan}
Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/24/21 APOLOGIES FOR ABSENCE

21.1 Apologies received from Councillors Norcross, Trundle, M Alexander, I Alexander, and Johnson.

FULL/24/22 DECLARATIONS OF INTEREST

22.1 Cllrs Campbell declared an interest in agenda item 13.2 and stated he would leave the meeting at this point as it is the last item on the Agenda.

FULL/24/23 QUESTIONS FROM THE FLOOR {in summary}

23.1. None

FULL/24/24 MINUTES OF PREVIOUS MEETING - Cllr Young **proposed, seconded** by Cllr S. Alexander that the minutes for the meeting dated the 20th of May 2024 be accepted as a true and fair record. **Agreed.**

FULL/24/25 MATTERS ARISING – These items were taken as read

25.1 Clerk to relay SPC disappointment at lack of response to H/A imp. Plan review to HDC – **Actioned**

25.2 Clerk to ensure final JPAG recommendations are completed – **Actioned**

25.3 Declaration of Office forms signed off – **Actioned**

25.4 Committee Membership information for the new municipal year published – **Actioned**

25.5 Group representation for the new municipal year published – **Actioned**

25.6 Policies updated on the Web Site - **Actioned**

25.7 SPC Subscriptions approved, earmarked for payment – **Actioned**

25.8 Approved Land Register published for 2024/25 - **Actioned**

25.9 Resident correspondence concerning proposed Glebe Farm development – SPC response taken to Planning and Premises committee for consideration and agreed content - **Actioned**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

25.10 Personnel Committee to discuss and agree a draft contract for the two new employees and for these to be brought back to Full Council for approval – **Actioned / See item 33.1**

FULL/24/26 REPORT FROM DISTRICT COUNCILLORS (In Summary)

26.1 Cllr Victoria Finnegan – (HDC) update – Item 1. – Congratulations, - On 25 years of the 'Steyping Farmers Market' and a very successful Steyping Festival. Plus a note that the joint Farmers Market 'Cllr Surgery Stall' is going very well.

26.2 2. Association of Parish Councils Aviation Group, - Information about this group given to SPC clerk {which has been distributed to members}. There are three ongoing issues at present being discussed: The second runway DCO application; The FASI South Airspace reorganisation ; and the revised format for the Noise Management Board's third term.

26.3 3. Newmans Gardens Car Park redevelopment – Delay to development due to joining with other Car Park works around the district so that a better price can be agreed with contractors – this also delaying EV charging installations. Likely now to start this Autumn.

26.4 4. Connected Spaces – Better Wi-Fi connectivity for the High Street – plans have been submitted, but no details as yet, other than 3 x 6-meter masts proposed to be installed.

26.5 5. Dog Fouling – HDC will be speaking with Wardens to see how they can be helped with ongoing concerns

26.6 6. Local Flooding – Victoria acknowledged local resident communications about local flooding issues, both at Newmans Lane and Bramber Brooks. HDC officers are satisfied that the environment agency are managing the Bramber Brooks site appropriately.

26.7 7. Glebe Farm – Victoria continues to respond to all residents communications on the matter. It's likely it will be coming to HDC planning committee now after the original suggested July date due to the interest, comments and other issues still to be fully dealt with such as water neutrality.

26.8 8. Questions –

i – Was there a consultation with Parish Councils about the flooding issues mentioned? – No, this was due to a communication with the local resident.

ii – Concerned about EV Chargers delay, where is the money coming from for this and isn't it likely that by the time these have been installed, the technology, and need for them, would have moved on? – Victoria will get back to Cllr Ballance on this matter.

iii – For clarification, are the finances that were set aside for Newmans Garden Car Park redevelopment, now being diverted to include other Car Parks? – No, this is an idea to help diminish overall costs by including other projects within the contractors scope of works.

Cllr
Finnegan

CLERK

26.9 Cllr Nicholas Marks – Not in attendance

FULL/24/27 NEIGHBOURHOOD WARDENS REPORT

27.1 The Neighbourhood Warden reports for April and May 2024 were received. Questions were raised included whether it was a policy decision that wardens seemingly came less frequently to Full Council meetings? – It was not. Likely attendance would be quarterly.

There was a recent Steering committee that had to be postponed, but this was now due to be convened later this month {25th June}.

Cllr S Alexander was asked to raise questions concerning some of the criteria for the reports table of figures, and that perhaps admin numbers could be further broken down, to assist with clarity. Also, continued thefts at the Coop was raised as an issue which is promoting antisocial behaviour, and Cllrs wondered if the Parish Council could do more. The Clerk confirmed the Wardens, Police & PCSO's were attempting to work with the Coop management to effectively deal with this issue, to be more proactive with theft aversion and reporting, and that this will be brought back to SPC via the Wardens Steering Committee. It was clear that members felt a follow up to last year's Community *Trigger* meeting or at least a positive response should be sought by SPC concerning this issue.

Cllr S
Alexander

CLERK

FULL/24/28 GOVERNANCE AND COMMUNITY MATTERS		
28.1	To agree the SPC Annual Governance and Accountability Return for 2023/24. The Clerk explained the details associated with this item assisted by supporting papers, noting that this year there was no need for additional comments to be sent to the external auditor as there was no significant variance on any of the finance lines on page 5 of the completed AGAR, in comparison with last year's figures. Cllr Young proposed, seconded by Cllr S Alexander that SPC agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2023/24 with associated notes be approved and sent to the external auditor having been first signed by the SPC Chair. Agreed 9 For, 1 Against	CLERK
28.2	Publication of the SPC 'Notice of Public Rights' for the SPC AGAR Return 2023/24. Cllr Young proposed, seconded by Cllr S Alexander, that SPC agrees that the 'Notice of public rights' for the SPC AGAR Return 2023/24 be published as per supporting papers. Agreed	CLERK
28.3	To agree the Christmas Light display options for the Steyning High Street 2024. The Clerk explained that there had been many discussions at F&GP committee, and discussions involving the high street traders, as part of the councils continuing emphasis on community engagement, and that this was the reasoning behind the recommendation noted in relation to the display options presented as per supporting papers. Cllr Young proposed, seconded by Cllr Sharp that SPC adopt option 5 {as per supporting papers} for the Christmas lights this year. Agreed 8 For, 2 Against	CLERK
28.4	To approve the Community Committee recommendation to install a play area at Chandlers Way. Members discussed the recommendation as noted within the supporting papers which noted the contractors quote, terms and conditions, as well as the reasoning behind the final choice of equipment, this again being a situation whereby the local residents were very much part of the decision-making process. Concerns were raised by Cllr Campbell in relation to small variations in ground levels, compliance with the Equality Act, that the play surface {Loose Bark} chosen was not a suitable choice, that a different play surface ought to be put in place immediately surrounding the play tunnel, that the orientation of some of the equipment was incorrect and that a spring mounted seat should not be installed adjacent the 'playboard' for safety reasons. The Clerk explained that immediately after the equipment is installed, and before the site is opened, a third party signs off on all compliance matters. Cllr Young proposed, seconded by Cllr Foxwell that SPC agree with the Community Committee recommendation - to the installation of the Chandlers Way play area subject to a double check being carried out on the installation of the tunnel on the grass, and the timber separating the two surfaces. Agreed 9 For, 1 Against	CLERK
FULL/24/29 REPORTS FROM OUTSIDE BODIES		
29.1	Cllrs Young and M. Alexander – Isolation & Loneliness / PPG, Vintage Years going very well and again have mentioned their appreciation of the Councils financial support of their group. The PPG is to be funded for another year thanks to a grant from the Wilson Memorial Trust once again.	
29.2	Cllrs S Alexander & I Alexander – Wardens Steering Committee – The last meeting was postponed – likely moved to the 25 th June	CLERK
29.3	Cllr Foxwell – Steyning Ukrainian Refuge {S.U.R} – Our MP visited recently and met with a local Russian family whose daughter is doing well at the Grammar School, and is being supported by the S.U.R. Also a local resident is involved with inventing a low-level flying drone which has the capacity to detonate land mines. These being just two examples of the really important supportive work being undertaken by the S.U.R at the moment.	

FULL/24/30 PROGRESS REPORT**To receive the following ongoing items**

- 30.1 *Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing* Cllr Norcross
- 30.2 *Clerk to discuss any new S106 funding opportunities with HDC - Ongoing* CLERK
- 30.3 *SPC to work with Steyning Business Chamber and Wardens to set up Disc reporting system for High Street retailers – Ongoing* Wardens
- 30.4 *Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if required* CLERK
- 30.5 *SPC to adopt Climate Action Plan and begin to work through recommendations - Ongoing* CLERK
- 30.6 *Clerk to update external bodies SPC membership representation with all the appropriate groups - Ongoing* CLERK

FULL/24/31 CORRESPONDENCE AND INFORMATION ITEMS

- 31.1 There had been correspondence concerning the Pizza Van and issues relating to late payments and its staff tidying up after their service each Friday at the MPF – The Clerk confirmed that this will be brought forward to the next SPC community meeting. CLERK

FULL/24/32 CONFIDENTIAL SESSION

- 32.1 Cllr Young **proposed, seconded** by Cllr S Alexander 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. Clerk & Cllr Campbell left for item 33.2

FULL/24/33 STAFFING MATTERS

- 33.1.1 **To approve recommendations from Personnel Committee concerning the contracts for the two recent staff appointments.** The Clerk provided supporting papers showing amendments to NALC standard contracts which had been agreed by the Personnel Committee.
- 33.1.2 Cllr Young **proposed, seconded** by Cllr Foxwell that SPC approve the contract for the position of *Deputy Clerk and Steyning Centre Operations Manager*. **Agreed 9 For, 1 Against** CLERK
- 33.1.3 Cllr Young **proposed, seconded** by Cllr S Alexander that SPC approve the contract for the position of *Lead Youth Worker*, subject to the inclusion of the title of the training programme, once it had been agreed. **Agreed 9 For, 1 Against** CLERK
- 33.2 **To agree the response to a Cllr complaint as per recommended by the Personnel Committee** Cllr Young **proposed** that the recommended response from the Personnel committee (as per supporting paper) be sent to Cllr Campbell, Cllr Ballance **seconded. Agreed** Cllr Young

FULL/24/34 DATE OF NEXT FULL COUNCIL MEETING: 15th July 2024 at 7.30pm

Meeting closed at 9.27 pm

Signed Date 15th July 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/vfr41R5Oldk>

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

JUNE 2024

Hi vis Patrol hours TOTAL:	79	ASB incidents TOTAL:	6
Foot - Steyning/Bramber/Upper Beeding	30/4/16	Noise	1
Vehicle - Steyning/Bramber/Upper Beeding	12/7/10	Neighbours	0
Notices/warnings TOTAL:	1	Driving/vehicles	0
Verbal warning	0	Bicycles/E-scooters	3
Parking alert	1	Alcohol	2
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	1
Reports into Police TOTAL:	4	Fly tipping / flyposting	0
Phone (including 101 and 999)	0	Graffiti	0
Online	0	Dog fouling	0
Intelligence report	0	Litter	1
Verbal	4	Drug litter	0
		Hazards	0
Media Reports TOTAL:	1		
Press release/Community magazines	1		
Social media posts	0	Community events attended	3
Admin, Training, Meetings & Events	40	School contact	0
Vulnerable people welfare checks	2	Youth engagement	2
Signposting	5	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

The PCSO notified us of children knocking on doors and running away. We knew one of them and which school he attended. The PCSO was then able to go to the school and spoke with the headteacher. The headteacher has spoken with the parents of the children involved.

A resident informed us of two people (that are known to us and the police) that have been using electric scooters in an intimidating way. We advised they make a report directly to the police and we informed the PCSO. We have had 2 further reports of people using electric scooters, we advised the residents contact the police on the Sussex police website or by calling 101 if it is a non-emergency, or 999 if it is happening at the time or is dangerous.

A report was sent into the Parish regarding stealing from local shops and littering on the MPF. We have been promoting the use of a system called DISC which makes it easier for shops to report shoplifting to the police.

We were made aware of trespassing by a group into residential properties. The group had disconnected the security lights of the property which is what made the owner aware that they had gained access to the external land around their property. We advised that this be reported to the police. We have also included this area on our evening patrols to deter this from happening again. We have not come across this group.

We were contacted by a resident regarding loud music in the evenings that could be heard from their home. We believe this was music from the Steyning Festival and the music was finished by 11pm as per the noise restrictions. The resident also informed us of drug use that they have witnessed. We emphasised the importance of reporting this to the police and passed on a link to the Sussex Police website.

We received a report of damage to a bin in the park on the MPF. We made the Parish Council aware, and the bin was removed.



Bramber

We were notified of a damaged phone box on The Street in Bramber. This is the phone box that contains the defibrillator. The defibrillator did not appear to be damaged, but the glass of the phone box had been smashed. The informant said that the manager from the pub has CCTV footage of the damage occurring. We spoke with the staff at the pub and are waiting to view the footage once it is available to see if we can identify those responsible. We also requested the resident that made the report contact the police as it is classed as criminal damage.

Upper Beeding

Nothing to report.

Updates from May

We stayed in contact with the Steyning Downland Scheme Youth Officer and the school regarding exams finishing so that we could patrol the rifle range and MPF to deter underage drinking. We spoke with the 6th formers that were on the MPF and they seemed ok.

Further reports have been passed onto the PCSO regarding one of the two people that was causing problems at the Steyning Festival.

The PCSO has followed up with one of the primary schools to discuss the use of electric scooters. We obtained some leaflets giving information on electric scooters and the consequences if they are used on public land. This leaflet was circulated to all the parents with children at the school.



Parking/vehicles

Steyning and Bramber

Nothing to report.

Upper Beeding

We were contacted by the Manager of Nisa regarding a car that was parked in a position that was making it difficult for the delivery van to access the back of the shop. We left a parking alert informing the owner of this and politely asked them not to park there again. The car has now been moved.

Fly tipping/littering/graffiti

Nothing to report.

Community engagement/events/meetings

Every year we have a driving assessment which is organised through HDC. We both had our assessments which we passed.

We attended a mandatory all staff briefing that is presented by the CEO of HDC and the senior leadership team.

We attended our quarterly steering group meeting and met Vicky, the newly appointed youth worker for Steyning, Bramber and Upper Beeding.

We held our monthly board game café at the Penfold Hall. We had a good attendance, and it is nice to see that we are getting a good mix of ages. The café will be running throughout the summer holidays and is free to attend thanks to funding from the Wilson Memorial Trust and MADL charity. We have just secured another 6 months at the Penfold Hall due to the success of the café. The café is held on the second Tuesday of the month between 3:15 and 5:15.

Steyning

We held our club at Dingemans, we had our largest attendance of residents so far.

Bramber and Upper Beeding

Nothing to report.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

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

Upper Beeding

- Smugglers Lane
- Playing field
- Small Dole skate park
- Beeding Hill/Truleigh Hill
- Adur Valley Court

Older, vulnerable people and youth

Steyning

We spoke with the 6th formers and year 11s at the MPF. We have also been engaging with the young people in the evenings at the MPF that are there with their families at the cricket club.

Bramber

Nothing to report.

Upper Beeding

We were contacted by the Head of Recycling and Waste Team at HDC regarding a young person that has an interest in the household waste and recycling bins when they are being collected. A parent of the young person has been spoken to previously concerning this behaviour. The bin crews are concerned for the safety of the young person and also their own as they are distracted when collecting the bins. A safeguarding referral has been made.

We spoke with a group of young people in the rec in Upper Beeding.

Dog related issues

Steyping and Upper Beeding

Nothing to report.

Bramber

A resident reported dogs being walked on Bramber Brooks off lead but was of the understanding that this was an area where dogs could not be walked. They passed on concerns of deer attacks that have happened in the past. We made enquiries with the Parks and Countryside team as they now manage the site who confirmed dogs are not allowed in the fenced off section.

Cycling

Steyping

A driver reported a group of young cyclists that had been cycling on the road and on the pavement in an unsafe manner. We patrolled the area to try and find them to engage with them and advise them on road safety for cyclists. Unfortunately, we were unable to locate them.

Bramber and Upper Beeding

Nothing to report.

Parish specific/other

We have been given additional phone numbers that we can be contacted on. You can now reach us the following ways:

Michael Pearce: 07734 387 888 (mobile) / 01403 215 367

Alison Page: 07734 387889 (mobile) / 01403 215 366

SBUB.wardens@horsham.gov.uk

Steyping Wastewater Treatment Works Upgrade

Briefing Note

At our April Full Council meeting we chose to move forward on a number of Climate Action initiatives. One was to attempt to ensure there was positive action undertaken by Southern Water in regard to the fact that on an unreasonable number of occasions, the Steyping Treatment works was liable to discharge overflow into the river Adur.

Noted below is the relevant Full Council Minutes and decision, the letter written to Southern Water following this decision to lobby Southern Water to do something about the situation, there follows the resultant response (which includes the letter) and then finally the rather good news from Southern Waters, Stakeholder Engagement Manager for Sussex.

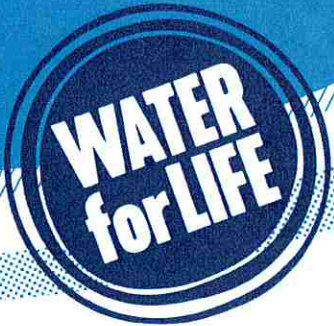
This item is for notification purposes only, but discussion is welcomed regarding the positive outcome.

April 15th Full Council Meeting Minute

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 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}.

*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***



**WATER
for LIFE**

from
**Southern
Water** 

john.fullbrook@steyningpc.gov.uk

Date

18th June 2024

Contact

Tel 0330 303 0368

Dear Mr Fullbrook

**The Environmental Information Regulations 2004
Request for Information
EIR reference 2621**

Thank you for your request for information which we received on 19th April 2024. We have dealt with your request under The Environmental Information Regulations 2004 (EIR 2004). This letter provides the response to your request, as follows:

At our Full Council meeting on the 15th April our Council members agreed unanimously that I should write the following letter to you on their behalf.

We are writing to express concern about river quality and sewage outflow.

In particular:

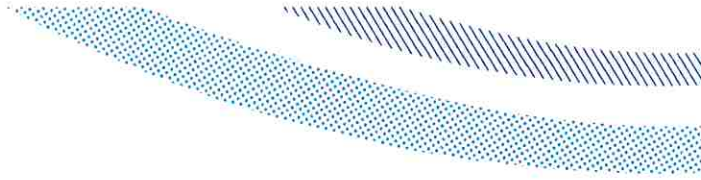
- 1) Storm overflow discharges from the Steyning water treatment works into the river Adur: From the Rivers Trust website it appears that this occurred 35 times in 2022 amounting to 525 hours of discharge, and 64 times in 2023 amounting to 1,126.75 hours of discharge, (the last available year of published data).*
- 2) Water quality: Published monitoring data show high levels of coliforms at the Old Toll bridge, the nearest monitoring site to Steyning, being over or near 2000 Coliforms/ 100ml from October 2023 – March 2024 (<https://www.adur-worthing.gov.uk/media/Media,169694,smxx.pdf>)*

We are aware that you have identified remedial actions that need to be taken, costing around £2 million, but that these are not planned until 2030, so we seek assurance that everything is being done to minimise any overflow discharge into the Adur and the system will be upgraded before accepting any new housing development connections.

Could you please confirm you have received this email in the first instance, and I wonder if I could trouble you for a substantive response in due course so that I can reassure my members and by representation, the residents of Steyning, regarding this matter.

Southern Water, Southern House, Yeoman Road, Worthing BN13 3NX
southernwater.co.uk

Southern Water Services Ltd, Registered Office: Southern House, Yeoman Road, Worthing BN13 3NX Registered in England No. 2366670



We can confirm that Southern Water does hold information of the type you have requested as follows:

We are aware that you have identified remedial actions that need to be taken, costing around £2 million, but that these are not planned until 2030, so we seek assurance that everything is being done to minimise any overflow discharge into the Adur and the system will be upgraded before accepting any new housing development connections.

Water companies are not statutory consultees on individual applications in the way that highways authorities are for new housing. This means that Southern Water often does not have the opportunity to provide information on known risks or risks arising from proposed developments, further, Local Planning Authorities (LPAs) and developers are not required to follow our recommendations.

Under the Water Industry Act 1991 we have a duty to provide a suitable sewer network and the opportunity for all domestic properties to connect to the sewer system. This ultimately equates to a 'right to connect' which prevents us from refusing connections. Simultaneously, we have a duty to ensure that the service we provide to our existing customers does not deteriorate as a result of new homes being built.

When an application comes in for planning, we will do a desktop assessment to check for capacity, if there are any issues, we will let the council know and they should condition the development to occupy the site in time for us to deliver the extra capacity needed. We will then carry out further investigation and if upgrades are needed then we will design something suitable to accommodate the development within 24 months of planning being granted.

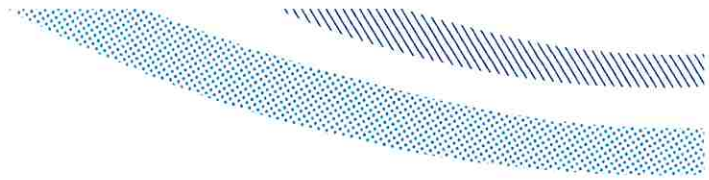
Furthermore, where there is concern in an area of development these issues are assessed by our Planning and Resilience department as a whole, and alongside any existing issues, to better understand the impact on our network. This is known as the risk and value process which is designed to enable Southern Water to deliver the most efficient programme at the best cost to our customers.

Overview of Risk and Value process.

- . This is Southern Water's new investment planning process.
- . The Risk and Value team is made up of Southern Water staff from all stakeholder functions and Southern Water partners which will all be part of the decision-making process from the start to the finish.
- . R&V checkpoints include Risk Identification and Need Validation, Root Cause Analysis, Preferred Option Identification, Design and Cost Value and Post Investment Appraisal
- . These are underpinned by Investment Decisions to ensure governance throughout the process.
- . All needs will be put through the new R&V process.

This process will aim to identify if any upgrades are required in an area in order for the network to operate as efficiently as possible.

It is also a common misconception that new development means there will be a greater number of storm releases: Modern systems have one pipe for foul and one for surface water. The surface water pipe releases rainwater back to the environment. Separate sewer systems have been built in the UK since the 1960s – before this, the sewers were combined. As mentioned previously, we



have no legal powers to prevent new connections being made to existing combined sewers, but most treatment works can handle more foul water flow – it is rainwater and groundwater getting into the system which overloads it.

Storm overflows are not usually considered pollutions as they are permitted and prevent flooding and pollution of homes, businesses and roads if the sewer system is overwhelmed. There are pollutions when there are asset failures on site, power outages or blockages in the network (e.g. wet wipes, fat oil and grease build up). There could also be misconnections where foul water is incorrectly connected into the surface water pipes – this means that the foul water goes through no treatment.

Councils, therefore, need to ensure that surface water from new development is not permitted to connect to the foul network, this will help ensure that a greater extent of hard surfaces within the catchment created by new housing on greenfield land does not cause more surface water to enter the foul network, which is what causes the overflows.

We are entitled to make a reasonable charge for information provided under the Regulations. Details of our charging scheme can be found on our website: <https://www.southernwater.co.uk/water-for-life/protecting-the-environment/environmental-information>. In this case we have decided to waive our charge.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within forty working days of the date of receipt of this response and should be addressed to Head of Legal, Southern Water Services Ltd, Southern House, Yeoman Road, Worthing, West Sussex BN13 3NX or you can email EIR.Internal.Review@southernwater.co.uk.

If you are dissatisfied with the outcome of the internal review, you can apply, without charge, to the Information Commissioner, who will consider whether Southern Water has complied with its obligations under the Regulations, and can require Southern Water to remedy any problems. You can find out more about how to do this, and about the Regulations in general, on the Information Commissioner's website at: www.ico.org.uk. Complaints to the Information Commissioner can be made via the "report a concern" section of the Information Commissioner's website.

Please do not hesitate to contact us if you have any queries.

Yours sincerely

EIR Officer

Letter from Southern Water to th SPC Clerk

Dated 28th June 2024

Good morning

We're upgrading Steyning Wastewater Treatment Works to allow us to treat the excess flows coming into the site during the winter. This work will help improve the water leaving the site. This will bring with it greater environmental benefits helping the area, the community and wildlife.

In July 2024 we will start setting up welfare facilities within the existing Wastewater Treatment works. This will include setting up a parking area, portacabins, drying room and canteen. Once completed the team will start work to make the necessary improvements.

Work is expected to be finished by March 2025 with the working hours being Monday – Friday 7.30am – 5.30pm. Due to the location of the site, end of Kings Barn Lane, we do not expect our work to cause too much inconvenience to nearby residents.

We have written to residents to keep them informed.

I hope this information is helpful.

Best wishes

Sue Cobb

Stakeholder Engagement Manager - Sussex

Southern Water

To agree recommendations from the Joint Parishes Youth Committee

Briefing Note

At the 3rd July JPYC meeting a number of business developments and initiatives were discussed. The draft minutes of that meeting follow this page for your information.

I would ask for your approval please for the following.

1. A weeks Summer Holiday activity sessions trial starting week beginning 19th August
2. Session costs @ £9. 00 per morning or afternoon
£15.00 per day
£50 per week
3. That Vicky Heales sets up an appropriate social media platform in order to disseminate and promote youth service information and activities in advance of the setting up of an official youth service web site and bespoke JPYC social media platforms

EXTRAORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, THURSDAY 3rd JULY 2024 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, L. Poole (Asst. Clerk for Steypning), H. Bayford, S Teatum, S Lindfield and Vicky Heales (Youth Worker)

Clerk in Attendance: S Keogh Clerk for Upper Beeding

Members of Public in attendance: 0

Meeting Commenced: 6.42pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

1.1 Apologies received from John Fullbrook

2. QUESTIONS FROM THE FLOOR

2.1 None

3. MINUTES OF THE LAST MEETING

3.1 Cllr Alexander **proposed, seconded** by Cllr Bayford to accept the minutes of the meeting held on the Thursday 22nd April 2024 as a true and fair record. **Agreed.**

4. MATTERS ARISING AND ACTION

4.1 To formally introduce the New Youth Worker and welcome her to the Committee.

The Chair and all Members welcomed Vicky Heales to the group. The Chair also asked for confirmation that Vicky will be a member of the committee.

Vicky expressed her gratitude and stated that she was enjoying the first weeks of her employment.

4.2 To welcome New Members to the Committee.

The Chair and Members welcomed Cllr Sean Teatum to the group. He expressed his happiness to be part of the committee and was looking forward to the challenges ahead

4.3 To Consider an update and first report from Youth Worker.

The Report circulated with the agenda was **ACCEPTED.**

Vicky explained that she has been working through the families list to encourage them to engage with the service.

The List was a live document which has new members joining regularly.

The chair explained what the list was and how it had been conceived, he also asked the Clerks of all Parishes to re-advertise the details across all platforms.

4.4 To Confirm start date for Training.

It has been confirmed that training course will commence in July, rather than September which had been expected.

4.5 To Consider the draft logos for the three Youth Clubs.

The logos were discussed, at great length

The Chair commented that the use of the word 'youth' is not always seen as a positive title.

It was proposed that there be a competition during the summer to provide a logo and name for the clubs, this would be for use on all publicity

Cllr Alexander **proposed, seconded** by Cllr Heaver to allocate £80.00 from the JPYC funds for a prize.

The prize would be for two tickets to Thorpe Park or an Amazon voucher.

4.6 To sign off social media set up.

The sign off on the social media side of the service would need to wait until the logo and name had been created.

4.7 To consider the dates for the Summer Trial sessions.

Cllr Alexander **proposed, seconded** by Cllr Bayford to have a week of activities from week commencing 19th August.

Cllr Alexander **proposed, seconded** by Cllr Heaver that the programme be adjusted to show a more varied number of activities at locations which reflect the size of the villages and the input to the service.

The programme would be drafted and circulated for agreement and signing off by e-mail.

4.8 To Agree the costs for the sessions.

The cost per session and per day were discussed.

Cllr Alexander **proposed, seconded** by Cllr Heaver that the costs for the week's activities would be:

£9.00 per session - Morning or afternoon

£15.00 per day – Including lunch

£50.00 per week

The users would need to provide their own packed lunch.

4.9 To discuss the start date for September

Cllr Alexander **proposed, seconded** by Cllr Heaver that the start date for the regular sessions would be week commencing Monday 9th September 2024.

4.10 Bring back discussions about the compilation of the new JYPC Charter

Cllr Alexander **proposed, seconded** by Cllr Bayford and agreed that the item should be deferred to a future meeting when the sessions have started, and the young people have been given an opportunity to provide some feedback.

5. CONFIDENTIAL SESSION

Cllr Alexander **proposed, seconded** by Cllr Heaver to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 6.1 to 6.2 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

6. FINANCIAL MATTERS

6. FINANCE AND GOVERNANCE

6.1 Finances –

The invoices to be issued in the future once the staff have been trained in the way they are created.

6.2 Youth Service Appointments –

Cllr Alexander **proposed, seconded** by Cllr Teatum that the advertisement for the volunteers and the support posts should be sent out soon as possible.

It was confirmed that application forms would be requested.

The locations for the advertisements would include:

The PPG Screens

HUB screens

Noticeboards

Social Media

Other suitable outlets.

Volunteers will be investigated from the local schools

The D of E Course includes a volunteer section.

The Grammar school has boarding school students who may like to help.

The closing date for the roles should be:

Friday 26th July 2024

The interviews would take place week commencing 29th July

Cllr Alexander **proposed, seconded** by Cllr Heaver that the panel for interview would be:

Cllr S Alexander, John Fullbrook, Vicky Heales

Advice regarding the applicants and the questions would be requested from Dan Fairchild from HDC.

7. AOB / Correspondence / Information

Cllr F Heaver asked if there had been any news regarding the SCYP Bankruptcy and did we have any idea whether funds could be returned.

There has been no news regarding the insolvency investigation.

Cllr F Heaver also asked whether the Youth Service knew the ratios needed for the activities.

The Clerk explained that investigation had shown that 8 – 12 years there needed to be a ratio of 1 members of staff to 8 young people. Although this changes at age 13 (1 – 10) it would be better to err on the side of caution.

8. DATE OF NEXT MEETING. – TBC 2024

The meeting closed @ 7.50pm

Signed

Chairman Joint Parishes Youth Committee

Item 8.4

To consider reconvening the SPC Neighbourhood Plan Steering Committee

Briefing Note

Having successfully completed a Neighbourhood Plan in 2019 following a local referendum, but without some key elements being included such as Local Infrastructure and Housing, due to time constraints.

SPC determined that it would revisit our Neighbourhood Plan within six months of the HDC Local Plan being 'Made'.

The Horsham Local Plan is still being discussed but it is thought the process will be completed soon and so it was suggested that perhaps SPC could start preparations, if agreed to do so, to restart the process.

This item is to look at this idea and to begin to establish a timeframe and process by which the new work could begin.

Farmers Market SPC Representation Roster

Briefing Note

We started this community engagement initiative in April, after the March date was washed out.

Those who have been involved have stated generally how positive they thought the experience was for them and in terms of feedback from those residents who have posed our councillors questions, again positive responses to the idea.

We soon decided there was a need to renew our promotional material including boards and leaflets to explain a little bit more what our Council does and indeed what the other tiers of Local Government should be doing for our residents.

So in short this has been a very positive step forward, and we thank those Councillors who have attended so far – The list includes (sorry if there are any omissions)

Robin on many occasions, Chris, Karon, Simon, Joanna, Sarah, Andrew, Ian and Mariella.

We have established at our Community Engagement Committee (this being reinforced by F&GP), a need for all councillors, if at all possible, to take some turns in order to make the coverage as fair and least onerous as possible. We therefore propose to compile a roster whereby we have one Councillor who has responsibility to start the ball rolling – picks up board and leaflets etc., and takes to the Market and helps set up the stall, one councilor who ends the cover and is responsible for retrieving the boards, leaflets, clipboard, pens etc. – packs them away and returns the carry case to the office (unless it's the same person), and one other councilor (preferably a third, but not essential) who helps cover the stall during the middle couple of hours.

Your ideas are welcomed please, as to how this is best done.

NB – This doesn't necessarily need to be organised by the office!

Steering Group minutes - Steyning, Bramber and Upper Beeding

25th June 2024 @ 1400 hrs

Present: -

Clerk Stephen Keogh – Upper Beeding

Clerk Paul Richards - Bramber

Cllr Jill Cannon – Upper Beeding

Cllr Simon Alexander – Steyning

Cllr Ian Alexander - Steyning

Alison Page – Warden

Michael Pearce – Warden

Leanne Poole – Deputy Clerk Steyning

Warden's report and matters arising

SA queried the number of admin hours on the report and asked why it was so high. MP outlined what is included in admin and that it is a necessary function in order for the Wardens to do their roles. CB to provide a list of admin functions to share with the Parish Councils.

SA mentioned ASB and shoplifting in the Coop in Steyning and asked why they weren't signed up to DISC? The Coop nationally uses its own reporting system called One Touch which is similar although separate to DISC. It is up to the Coop to provide their own security to prevent losses however it was noted that when MP and AP are in the store, these incidents are less likely to happen.

Individual and Team warden objectives

AP discussed parking issues in Pound Lane that are continuing to include parking on yellow lines. Only Parking Services can issue Fixed Penalty Notices however AP has said they will continue to put yellow warning notices on windscreens of offending vehicles and are also looking to create a Correx poster to display locally.

MP said the Steyning festival went well and they will do the same in 2 years time.

MP said that they have received funding for their Dingemans games room project so will be pushing ahead with that.

AP said that the Board Game Café is going well and they have primary school age children upwards attending. SA asked if the minibus could help to bring residents in?

Parish Council Priorities

IA asked if the digital media screens could be used that are around the district. They could advertise the events the Wardens are putting on. These screens sit under our economic development team – AP/MP could you make contact with them please?

SA mentioned the new youth worker Victoria Heales that was in post now and she has linked in with the SDS and their youth provision.

SK asked about E Scooters being put onto a PSPO? CB advised this is a road traffic offence and sits with the Police.

SA asked about the lapse of the PSPO and whether a new one could be set up. I advised it would be driven by evidence of persistent problems. CB advised she would check process for a new PSPO.

IA stated that the media screens that are located throughout the district could be used to advertise events? These are run by our economic development team so they could be approached. [MP and AP – can you do that please?](#)

HDC Priorities

These are currently under review.

AOB

SA – no

PR – no

IA – no

JC – no

MP – no

AP – no

LP – no

SK - no

Next meeting is Tuesday 10th September 2024 at 1400 hrs at the Steyning Centre

Warden Admin - Explained

Project research and planning

Emails

Phone calls/voicemails, texts.

Reports (including monthly reports)

T1 (our in-house performance development, 121 and annual leave booking system)

Mandatory and developmental eLearning

Social media posts

Funding applications

Design requests for literature (leaflets, posters etc.)

Safeguarding referrals

Immigration reports

Intelligence reports into Police

Risk assessments for Warden hosted events

Diary management

Signposting to services

Meetings (to include Steering Group meetings)

Collating CSAS data to satisfy the Police to have Community Safety accreditation (to use some Police powers)

Reporting fly posting, graffiti and fly tipping