
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 3rd SEPTEMBER 2024 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.33 pm

DRAFT MINUTES

C/24/22 APOLOGIES FOR ABSENCE

22.1 Apologies received from Cllr Norcross.

ACTIONS

C/24/23 DECLARATIONS OF INTEREST AND DISPENSATIONS

23.1 Cllr Simon Alexander declared an interest in agenda item 6.5 as he is an allotment holder, and Cllr Sharp declared an interest in agenda item 7.1 as he lives in Jarvis Lane (TRO application).

C/24/24 QUESTIONS FROM THE FLOOR {in summary}

24.1 None

C/24/25 MINUTES OF PREVIOUS MEETINGS

25.1 To agree 2nd July draft minutes. Cllr I Alexander **proposed**, **seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 2nd July 2024. **Agreed**

C/24/26 MATTERS ARISING AND ACTIONS - These items were taken as read.

26.1 Clerk to ensure Marley Shed door replacement works are completed – **Actioned**

26.2 Armistice Day actions to be progressed and the matter brought back to next meeting – **See item 27.1**

26.3 Tessa to action Allotment price increases and to send out payment requests – **Actioned**

26.4 Clerk to progress the concessionary licence at MPF solutions – **See item 27.6**

26.5 Clerk to engage with Cricket Club to discuss possible bollard installation – **Actioned**

26.6 Clerk to have signage installed adjacent bins at the MPF – **Actioned**

26.7 Clerk to bring back further updates regards TRO progress – **Actioned**

26.8 Clerk's office to tighten up chasing uncultivated allotment plot issues if necessary & inform SAA – **Actioned**

26.9 Clerk to take Steypning sewage works proposed upgrade news and schedule to Full Council – **Actioned**

C/24/27 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 27.1 Clerk to update on SPC 'summer recess' maintenance works.** Using pictures as supporting papers, the Clerk updated that 7 benches, some fencing panels and barriers to the MPF had been painted, some 'Twittens' tidied/vegetation removed; play area equipment painted at MPF; anti-climb paint used near position of new noticeboard installation; other fence/gate repairs and weeding completed; with preparation for removal of old High Street notice board and installation of new noticeboard due to take place on the 4th September (Next day). **CLERK**
- 27.2 To consider approaching the Steyning in Bloom group to see if they might consider a joint project at the Memorial Playing Field.** The Clerk outlined the plan which included an impression as to what the finished project would look like. Cllr I Alexander **proposed, seconded** by Cllr Sharp that the Clerk and Cllrs I Alexander and possibly another Cllr (as necessary) are authorised to pursue this idea with Steyning in Bloom. **Agreed** **CLERK**
- 27.3 To consider noticeboards for the MPF, and other areas of interest around the parish & agree any actions.** SPC have recently agreed that improved signage, and more specifically MPF welcome signage, be one of this year's installation project targets. With this in mind, a local resident has come up with a briefing note, illustrating his thoughts on what might be a solution to this council 'Action Plan' target. It was suggested that committee needs to work closely with the Steyning and District Partnership for this project. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC set up a working party to look at signage around the town, including important areas such as the MPF, Abbey Fields and others, and on that working party will be the resident who drafted out the briefing note, a representative from the community partnership (ideally the chairman of the visitor and tourism committee), the Clerk, and Cllrs I Alexander, S Alexander and A Sharp. **Agreed** **CLERK**
- 27.4 To consider further the Armistice Day service planning arrangements.** **CLERK**
Following the discussion at the last Com. meeting, there were a number of actions which needed to be progressed. The Clerk updated that works had been completed to tidy the memorial gardens, and that Lewis Whittaker and Peter Walker had said they were happy to read the 'names' and the epitaph. Peter Walker had also informed the Clerk that he had ordered the wreaths. The Clerk contacted both Army and Air Cadet groups within the parish, but no response had yet been received. S Alexander to bring music system and appropriate recorded Armistice Day salutes. Clerk yet to approach the school as had been on summer break in reference to Head Boy and Girl attendance. Clerk suggested that on the 5th November Com. meeting, Peter and Lewis be invited to complete arrangements. The Chair reminded that SPC would be publicising using any and all means. Cllr Hanson confirmed that Father Mark would be happy to attend and needs the Clerk to approach him to confirm arrangements. Cllr S Alexander confirmed Freemasons could attend if needed. The Chair confirmed he would be happy to help in terms of contacting the Cadets. **CLERK**
- 27.5 To agree a skip hire for the autumn period for SPC Allotment holders.** The Steyning Allotment Association had suggested an additional skip hire arrangement to supplement the service SPC currently offered in Spring of each year. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC arranges for one skip to be placed in each of the allotments this Autumn. **Agreed** **CLERK**
- 27.6 Update regarding the MPF Friday night Concessionary License agreement.** The Clerk and Chair reported on issues relating to gaining the outstanding balance from the existing vendor, despite many attempts to chase payments. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC put forward a letter for action to the vendor asking for payment within 14 days, or that alternatively SPC will take them to a small claims court. **Agreed** **CLERK**
Members were asked to attend the food festival and assess alternative vendors for next meeting. **All**

27.7	The next phase of works and associated community engagement at Chandlers Way pocket park. Chandlers Way pocket park is due its Children's Play area upgrade within the next two months, and the Clerk reported on the schedule of installation as it currently stands, plus outlining the need to inform the local residents (involving delivering a letter to the surrounding approx. 150 homes). He confirmed the plan involved utilizing 7 different contractors, suppliers and third-party inspectors, then noted precisely who was completing what task and when this was likely to be done. Members then discussed a draft letter which it was proposed, should go out to residents who lived relatively adjacent to the new installation. Cllr I Alexander proposed, seconded by Cllr S Alexander, that the letter should go out to local residents (as per supporting papers), and to include two minor amendments. Agreed	CLERK
27.8	To discuss this seasons project priorities and consider future project aspirations for the Community Committee. Members discussed existing priorities, and the Chair reiterated the need for SPC to lobby both District and County Councils in order to deal with current highways issues, such as road directional signage, twittens maintenance, replacement street signs and pot hole maintenance. A black & white vintage finger post on Bostal Rd was noted for urgent works.	CLERK
C/24/28 HIGHWAYS		
28.1	The Clerk to report on outstanding Traffic Regulation Order progress. Details of the Clerks report are noted below:- <i>Vicarage Lane, Church Lane, Tanyard Lane to Thornscoft</i> – The final public consultation ended on the 15th August and there have been no objections to the scheme. Consequently it has been marked up on site, and a job sheet is with the contractor to install the works. This would mean likely start date in approx. two to three months' time. <i>Jarvis Lane and High Street</i> – Final Public Consultation period ends 13th September. Currently {as of 3rd Sept} no objections nor further letters of support have been received. <i>A283 Steyning Bypass</i> – Speed reduction scheme - Following discussions with 'Road Safety', the WSCC principal engineer has advised that they will be able to continue with progress for this TRO application by itself, as opposed to waiting for the Road Safety project report details to emerge. The next step will be designing the scheme, and once this has happened, the engineer will email Cllr Linehan to ensure he is happy with the proposal and the extent of its scope.	CLERK
C/24/29 FINANCE AND GOVERNANCE		
29.1	To accept the I & E Reports. It was pointed out that under line 201/1001, it seemed that SPC had not received £14,750 worth of cleansing grant. The Clerk agreed the amount from HDC was tardy, and that it had been chased, and that he hoped both halves of the annual remittance would subsequently be sent to SPC within the next two months. Cllr I Alexander proposed, seconded by Cllr Sharp that the Community Income and Expenditure reports for May, June and July '24 be accepted as a true and fair record. Agreed	CLERK
C/24/30 PROGRESS REPORT		
30.1	C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - SPC are awaiting engineers reports from WSCC	CLERK
30.2	C/23/18.7 MPF entrance development ideas to be brought back to this committee after next working party	CLERK
30.3	C/23/43.9 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites	CLERK
30.4	C/23/64.6 Clerk to have finger post equipment installed when delivered to SPC	CLERK

- 30.5 C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk CLERK
- 30.6 C/23/86.8 Goal Posts from the MPF dismantled and taken to Steyning FC for their utilisation – **it was suggested that if Steyning FC decide in the end they did not want the mobile posts, that SPC seek to sell them on.** CLERK
- 30.7 C/23/17.2 Abbey Road Copse working party to convene CLERK

C/24/31 INFORMATION / CORRESPONDENCE ITEMS

- 31.2 The Chair reported that the in terms of the White Bridge Link and Bridge replacement, WSCC have completed a lot of work on these schemes, and much of it initiated by the Steyning and District Partnership, with a completion date still set for next Summer, 2025. The gas pipe is now due to be moved under the river.
- 31.2 Deborah gave her apologies for the next meeting CLERK

C/24/32 DATE OF NEXT MEETING – 5th November 2024 at 7.30 pm.

Meeting ended at 9.05 pm

Signed by the Chair: Date: 5th November 2024

A recording of this meeting can be found using this link: <https://youtu.be/N3RSN5KzdUE>

Community Matters & Open Spaces

Briefing Notes

6.1 – Armistice Day Service – The Chair and Clerk will update on the latest situation, including a briefing on a recent meeting with Father Mark, which was convened in order to confirm the service arrangements thus far.

6.2 – Abbey Road Report – see separate supporting paper

6.3 – Proposed Notice Boards – {Interpretation boards} for Steyning – MPF & beyond.

There has been one (reduced) working party convened to discuss variations on a bespoke design and to have an initial discussion about the concept and draft artwork. The working party now needs to meet to discuss with the Steyning and District Partnership representative/s, their views on possible grant applications to allow for match funding, and to further discuss the concept and range of coverage and how this might relate to their visitor and tourism strategy – Supporting paper 6.3.1 is an update on items discussed at the first ‘concept’ meeting – and this confidential paper now includes some estimates for the first bespoke designs – courtesy of, and with many thanks to, Michael Bissett-Powell for his work so far.

Paper 6.3.2 – gives a near equivalent quality - ‘off the shelf’ quote, for some comparison.

This item is merely to keep members informed on progress thus far on this project – as we are not in a position to make any decisions at this stage, other than to perhaps request members give their preference in terms of the ‘bespoke’ options outlined within paper 6.3.1.

6.4 – Current progression on Community Projects – update from the Clerk – please see separate supporting paper 6.4 – which highlights in blue the specific projects to be discussed

6.5 – Chandlers Way Pocket Park Project – update from the Clerk noting specifically how the Pocket Park element of this major project is unfolding and to discuss and agree the nature of the next step in terms of Community Engagement. Pictured below is a suggested inclusion which members could discuss in the first instance – Its costs £1,390 – An Early Years wooden shelter – {Also on separate supporting paper 6.5}



6.6 – Pocket Park – Compost Bins and ‘Walk through Trellis’ {Play area extension}.

Members are asked to view the 6.6 supporting paper, showing pictures in support of this discussion. The compost bins are priced at £79 each and are ‘top rated’ by BBC’s Gardeners World magazine. Members are asked to consider purchasing two of these and to approve installation so that staff, grass contractor and hopefully soon local volunteers can start to use them to gain material for soil improvement purposes, in the light of the soon to be started planting programme. The Walk-through Trellis idea still needs to have its final design and cost worked out but we ask members to approve the concept please.

6.7 – Abbey Road Copse

The working party met with local residents to discuss the proposed works, which if members recall was to remedy the fact that a large willow tree blew over in high winds some months back, destroying the old fence line, wiping out the areas vegetation (dominating as it did this small SPC copse), and coming to rest partly on top of the residents car (the remarkably light damage for which we have since paid to have repaired).

The Clerk obtained a more competitive quote than the one last discussed. It being for £501 for 5 panels worth of post and rail fence installation. The working party concluded discussions with the residents by agreeing to recommend to this committee the installation of said post and rail fencing plus planting of a feature tree – which is being donated anonymously, and to also plant some hedging saplings which are currently being grown in a nursery adjacent the Steyning Centre by the fence to help provide a screen. The residents kindly agreed to assist with the planting. We ask that members consider approving these works as per recommendation.

6.8 – Steyning in Bloom proposed project response and request for annual grant

Following the agreement at the last meeting to pursue the Steyning in Bloom committee in order to discuss this matter, we have heard that their committee are indeed at least initially receptive to the idea. The Chair and Clerk will meet with Steyning in Bloom reps at a soon to be convened working party to discuss further and then will report back to this committee (see picture below to remind you of the concept).



Secondly, the Clerk's office received the following request for the SiB annual grant funding for plants from Steyning in Bloom – (see excerpt below)

We ask please for members to approve this payment. F&GP have already agreed the specific budget amount is set aside, but because of the amount I need an agreed motion from this committee please.

The committee members of Steyning in Bloom wish to submit their formal request for an annual grant representing Steyning Parish Council's (SPC) contribution towards the costs incurred by Steyning in Bloom (SiB) in providing floral displays for three separate plantings in the Spring, Summer and Autumn of 2024.

We understand that the sum of £2750 has been set aside by SPC for 2024 for which we shall be very thankful. Please make your payment to the same bank account as previously:

6.9 – Allotment Report – please see separate supporting paper.

6.10 – Food Festival mission – members to report back on any vendors that were seen at the Steyning Food festival, or indeed anywhere else, that the Clerk could then approach with a view to taking on the food licence agreement at the MPF on a Friday night.

6.11 – Digital Screens at the Steyning Car Parks. Key Stake holders received the email below on the 23rd October – stating HDC's point of view concerning the digital screens at the Steyning HDC Car Parks, and across the entire district. The Clerk has been speaking with the Steyning & District Partnership reps for their thoughts and will report back to this meeting with a view to gaining the SPC view so that this can be relayed back to HDC.

HDC Email -

Since the introduction of the Digital Screens in our rural car parks in 2021, there have been numerous issues which have limited their intended use and impact. There have been incidents of vandalism and an increasing need to repair and replace components. Given the time that has elapsed since the award of the original grant, it is now an option to remove the screens. I would be grateful if you could let me know whether you are happy for the screens to be removed. If you could respond by 8th November 2024.

My initial response to this was to ask how much taking on the system would cost if SPC and or Steyning & District partnership wanted to do so, rather than remove a system which has so much potential. This was their response

HDC Response –

I am waiting for some costs from Nigel Weston re the ongoing maintenance, which is important to know in terms of financial commitments.

I have spoken to Ellen in my team re the time commitment. She has explained that once you know what you're doing it should only take 10-15 minutes to upload a slide to each screen using the software, with all the checks before you make it live. I believe the software isn't overly user friendly and training would be required. You also need to take into account the design time.

I will chase Nigel for a response and come back to you as soon as I can.

6.12 – To discuss any future community project aspirations

Abbey Road Report

Briefing Note

This item is in two parts

1. First, below there is an update on the latest news from our Abbey Road volunteers, and their recent weekend of works {Report courtesy of Roger Brown}. Cllr Simon Alexander will likely elaborate on details within the meeting – but this is just for your information
2. Second, and further below (after the pictures), comes a request from Steyning for Trees to complete further works on their hedgerow installation at Abbey Road – this we will need to approve please

1. Report and pictures to illustrate works completed over the weekend of Oct. 19th & 20th

Quick report on our weekend work with the mower/flail machine.

Huge thanks to Simon Alexander for arranging hire of the machine, (and to SPC for paying for it) collecting, driving and returning it. Simon Parker took a few turns to give Simon a break. Dylan and Simon also repaired the machine on Saturday after the drive belt came off.

Thanks also to Paul, Adam, Brendan, Sarah and Gerard for marshalling.

A few pics below showing what a huge difference it has made to the site, especially where impenetrable bramble had taken over close to the stream, leading to loss of wildflower variety here. We need to keep it under control now!

Roger Brown







2. Request for permission for further works to hedgerow at Abbey Road

Please see excerpt from Steyning for Trees

HEDGE LAYING

We are hoping next year to be **laying the first hedge** we planted at Abbey Road if the Parish Council gives us permission. **SFT** will be paying for this work which will considerably **aid nature recovery** in this area; laid hedges provide much better nesting sites for birds. This is an **ancient craft**, Caesar mentioned woven hedges 2,000 years ago.

The hedge needs to be tall at the moment, during laying it is bent horizontally so there's plenty to weave in and out. Thus **creating a thicker, more lasting structure**. When you bend a branch horizontally shoots grow stronger vertically, hence the increased **protection for birds**. After laying it will be less than 3ft high and can be kept to any height.



Briefing note :- The work would likely be completed over a two day period by a hedgerow laying professional, and is funded by a grant secured by Steyning for Trees – Our lead Abbey road volunteer Roger Brown has agreed that the idea has merit and supports the works – which would provide yet another mini habitat diversification in the long run – We need to approve this matter or otherwise please

Welcome to Well Hall Pleasaunce

Well Hall Pleasaunce is a stunning historic garden, particularly a pleasure garden, enclosed by trees, clouds and hedges. The garden is a masterpiece of landscape design, featuring a variety of water features, paths and a range of other features.

The garden is a masterpiece of landscape design, featuring a variety of water features, paths and a range of other features. The garden is a masterpiece of landscape design, featuring a variety of water features, paths and a range of other features. The garden is a masterpiece of landscape design, featuring a variety of water features, paths and a range of other features.



a garden, particularly a pleasure garden, enclosed by trees, clouds and hedges.



There are many more gardens to visit in the area, including the gardens of the Well Hall estate. The gardens are a masterpiece of landscape design, featuring a variety of water features, paths and a range of other features.



Well Hall Pleasaunce is a stunning historic garden, particularly a pleasure garden, enclosed by trees, clouds and hedges. The garden is a masterpiece of landscape design, featuring a variety of water features, paths and a range of other features.

© 2011 Well Hall Pleasaunce

John Fullbrook
Parish Clerk
Steyning Parish Council
The Steyning Centre
Fletcher's Croft
Steyning
BN44 3XZ

ESTIMATE

Ref No. DY24515/1
Dated 01/11/2024
Contact John Fullbrook
Tel 01903812042
Fax

Further to your recent enquiry I have pleasure in submitting our estimate as follows:-

Re : Interpretation Welcome Sign

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	PDF Proof	£10.00	£10.00
B	1	Unit(s)	Studio time to typeset/layout design in hours	£78.00	£78.00
C	1	Unit(s)	Header Board for A0 Permanent Information Display Size: 1194mm in length Font: Times New Roman (no logos) Material: Cast Aluminium Finish: Powdercoat RAL 9005 Black (other colours available on request) with single colour highlight	£785.00	£785.00
D	2	Unit(s)	n-viro graphic panel to fit standard structures Size: A0 - 1188mm x 841mm Material: 3mm Aluminium Graphics: Full colour print onto white base stock with DuoGuard anti-graffiti coating *Client to supply ready to print digital artwork	£390.00	£780.00
E	1	Unit(s)	Cavalier Permanent Information Display Double Sided - Header Board Ready Size: To take A0 - 1188mm x 841mm graphic panel Material: Stainless Steel Finish: Powdercoat RAL 9005 Black (other colours available on request)	£2,384.00	£2,384.00
F	1	Units	Standard Delivery Charge	£380.00	£380.00
				Sub Total	£4,417.00
				VAT	£883.40
				TOTAL	£5,300.40

Proforma payment will be required.

SPC Action Plan for 2024/25

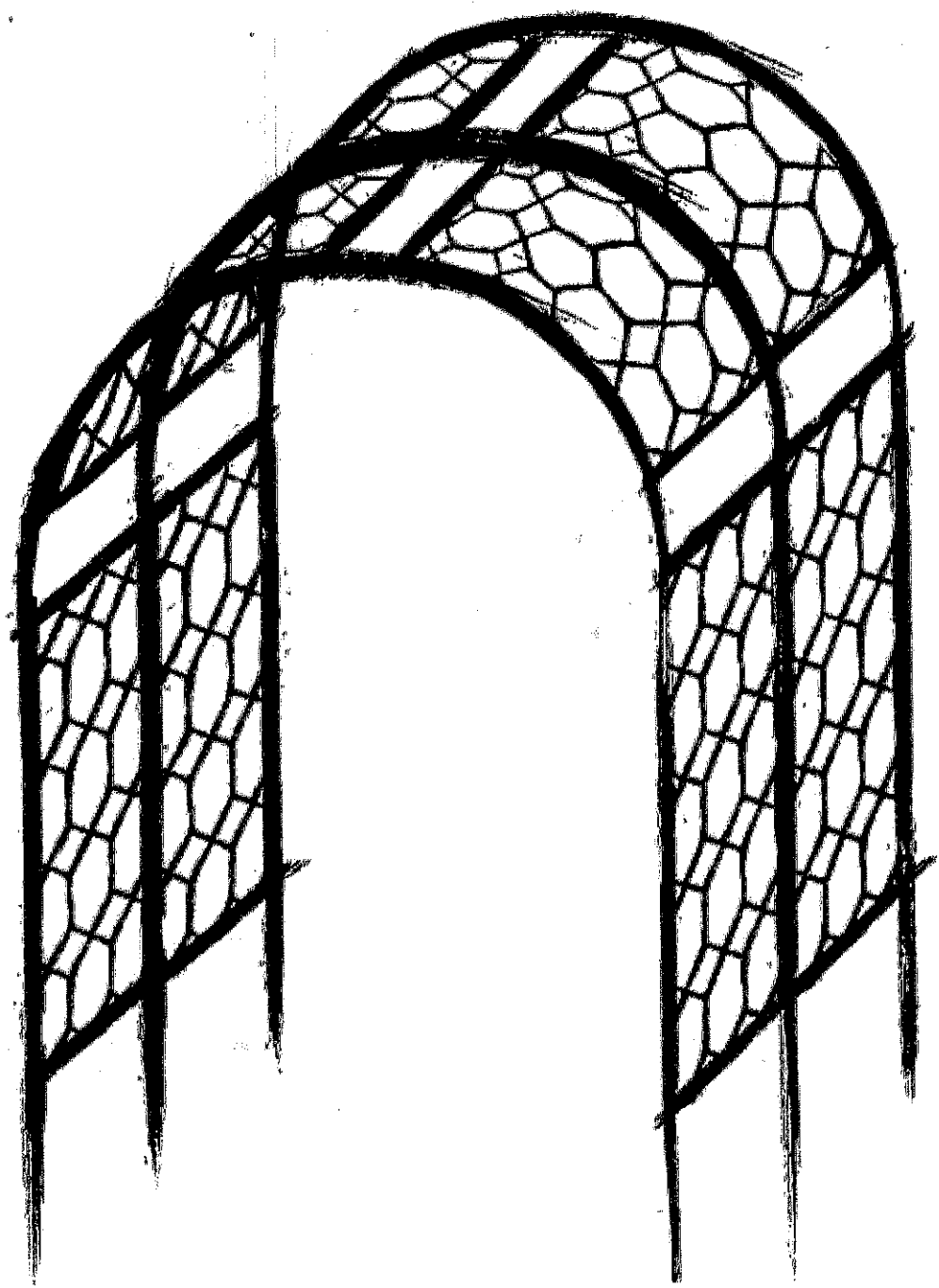
Updated 30th Oct. '24

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

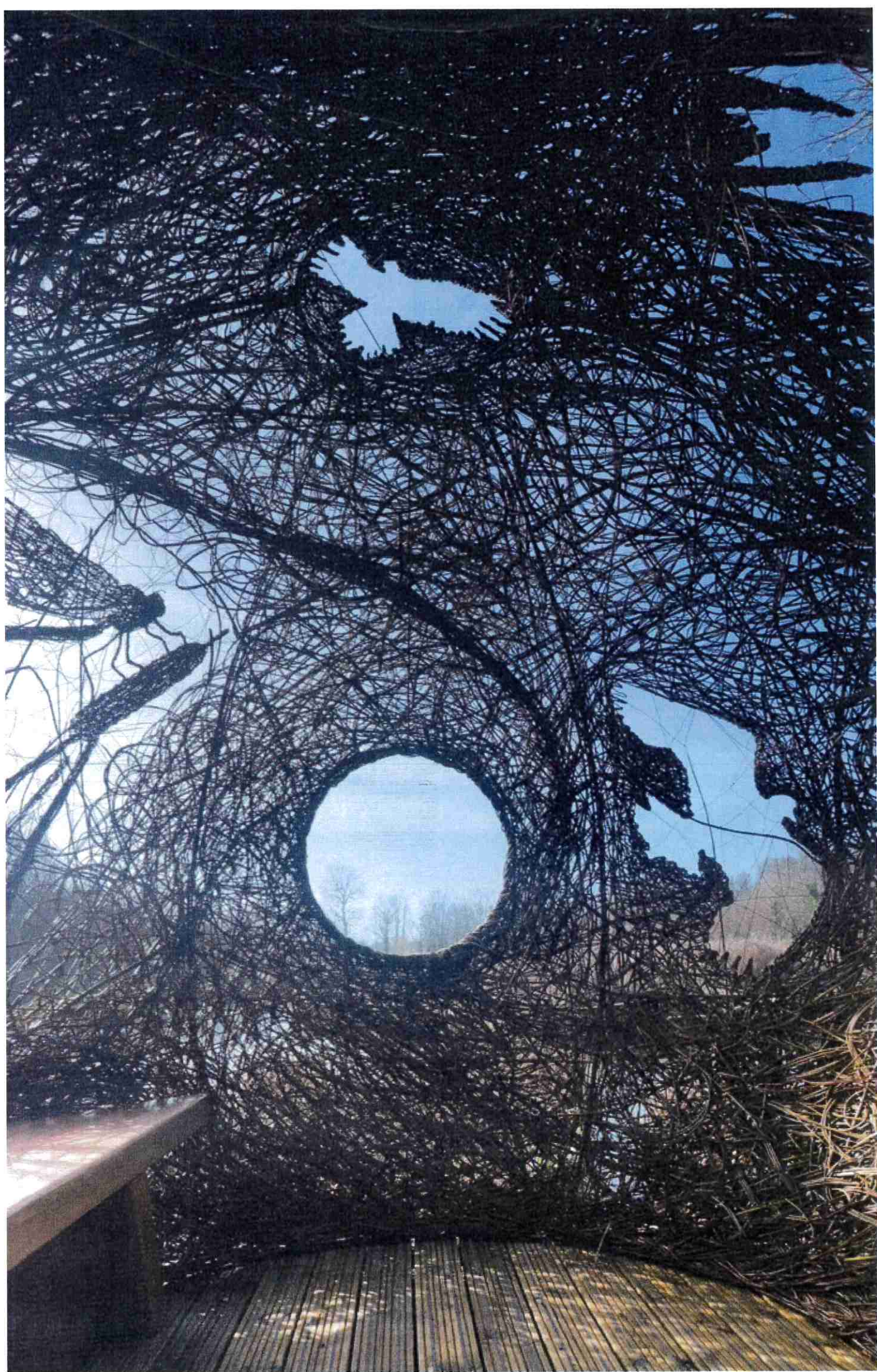
Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Mitigation to Risks
Youth Service Business 'Start up'	Start up a fully functioning and staffed Youth Service provision, building upon the groundwork and outline business plan put in place in 23/24	Complete selection of Part time staff and promote first activity week	By End July	Compile first trial week Youth Holiday Activities	By Aug.	Present to Councils first reports concerning new staff, new set up and the way forward	By Oct.	Complete first term time programme, have all other start up procedures, equip and locations in place	By Nov	Ensure staff training programme in place, regular reporting begins and phase one activity programme established	By April 25	Clerks, Youth Team & JPYC Com.	There is an entire Business Plan to roll out - and its success is dependent on the bonding and management of 4/5 new members of staff. Many unknowns and much can go wrong	Ensure Upper Beeding Clerk takes some of the management responsibilities
Chandlers Way Pocket Park	Complete installation of new play area, and begin planting programme for pocket park side, plus engage voluntary support	Gain agreement for then order new play area equipment.	By July	Coordinate project install, and inform residents of imminent installation details	By Mid Sept	Complete play area install and notify use of Cil monies	By end Oct.	Gain agreement for phase one of planting programme	By Nov.	Engage with community once more to agree final 'look' and for volunteer assistance	By April 25	Clerk & Working party.	Community 'buy in' to the project is key - but this will take some considerable time and effort. Phase one planting either way must be done before Winter	Ensure Upper Beeding Clerk takes some of the management responsibilities
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Consider Trough x 4 installation adjacent Car Park with SIB	By Dec	Consider Bollard installation adjacent Emergency access	By Dec.	Consider Storyboard installation on field adjacent Emergency access	By Jan 25	Consider Car Park re-lining dependent on installationp agreements	By Jan 25	Complete installation programe re agreements for these 4 considerations	By June 25	Clerk & Community Com.	There are a number of elements involved in this project and there is a need to work closely with Cricket Club, Steyning in Bloom and the Partnership to ensure finance is shared - to allow for project success	Keep Cricket club in the loop and ensure they are part of the process. Managing expections crucial
Stey. Centre energy & carbon saving	To review and overhaul the energy usage within the Steyning Centre including the heating system, lighting and insulation.	Find specialist heating engineer and discuss scope of works	By Oct	Appoint contractor	By Dec.	Agree scope of works and timescale	By Jan 25	Agree financial commitment for all or part of works {up to agreed £5K}	By Feb	Complete installation within budget parameters	By March	Clerk & P&P Com.	Contractrs need very specific skill set - therefore ensuring the right engineers are avialbe will be a risk to timescale	TBC
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions	Agree display for Christmas 2024 and have order confirmed	By End July	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts need testing	By Sept.	Complete all document permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	There are many Contractors / Orgs. involved and if some in the chain of inter-dependant tasks are not easily compliant, then chain & timescale could breakdown	Ask for permissions from all companies ASAP to avoid backing up issues
SPC Climate Action Plan	Develop and agree a climate action plan	Seek approval for key actions which will form our climate action plan	By End July	Develop objectives for outstanding actions	By Oct 24	Review energy and bank providers and feasibility of changing	By Jan 25	Add a climate page to the SPC website	By Jan 25	Identify any further climate priorities for 25/26 (One planet)	By Dec 24	Climate Action Group	Capacity of the clerk and team to progress some actions, given the length of some of the processes involved	TBC
MPF / Charlton St Ent. Improvements	Work with WSCC to understand what can be done to make this access point work better as an access point for the community	Consider options for groundwork improvements and associated finance	By End Oct	Have Sign post installed & its ground works, plus liase with neighbours for 'buy in'	By Nov.	Meet with WSCC officers to determine nature of cooperation and joint scope	By Dec.	Remove kissing gate remnants and make good field access point	By Feb '24	Complete levelling off of entrance if funding allows	By May '24	Clerk & WSCC officers	The costs involved in this what seems relatively small project are comparitively large - If match funding not available then this may compromise the completion of the project or scope reduced	Getting scope of works correct is all important - must obtain quotes early
High Street Tower - Clock Maintenance	Agree scope of works with the Clock Tower owner, demarcation for scaffolding, timetabling & clock face renewal continuity.	Agree contractor to undertake works.	By End of Oct.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Feb 25.	Agree financial commitment for part scaffold hire arrangements	By March 25.	Help apply for permissions for work to be done & obtain timeframe	By End June '25	Clerk / F & GP	Main Building contractor could find more issues than originally thought or owner may renege on agreements. We have obtained a quote for our works, but coordination with owner remains the issue. Timetable completely in hands of the owner	Maintain close contact with owner to ensure scheme is kept relavent
MPF Play Area renewal	Establish what the preferred option is, and where the funding is likely to come from for a Full MPF Play area renewal	Gain two up to date quotes with small variations from preferred contractors	By Oct.	Complete another WMT application based upon new quotation	By End of Oct	Bring quotes, and WMT application response back to Community Committee	By Feb	Complete final scope & present to Community Committee plus resident engagement strategy	By June	Complete Finance options for F&GP to consider and agree	By End June '25	Clerk / All	Two risks are time it takes to gain quotes & whether companies prepared to keep offering quotes, plus whether any external funding is forthcoming & therefore whether the scheme progresses	Establish good strategy - all important to avoid getting stuck in the mud
Bus Shelter improvements	# - Work with Schools /Local Art groups to find an artistic installation for the shelter interior # - Find solution for physically challenged users of shelter	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders + gain com. Approval	By End March.	Discuss once more options for change of level in half of shelter	By End April 24	Commission works & obtain ideas for appropriate installation protection	By End April 24	Complete installation and official unveiling	By end June 24	Clerk / Community C.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution. The school have recently been positive about collaboration	Set up community engagement meeting with key stakeholders to gain views early
Steyning Car Parks & Signage	Continue quest for all three Car Parks to be properly signed on roads and that all three are upgraded and maintenance programe in place	Gain Long term Car Park redesignation for Fletchers Croft - HDC	By July 24	Gain agreement from HDC that road and Car Park signage amended & phase 1 done	By August	Phase 2 signage and maintence agreements in place + have EV chargers in place	By Feb 25	Lobby HDC for Newmans Gardens C.P. works to be completed this financial year	By March 25.	Finalise, and gain approval for, a Car Park joint management MOU with HDC	End June 25	Clerk / Ian Alexander / Cllr Finnegan	Completely dependant on positive working relationship with HDC Car Parks and WSCC Highways depts	Be aware and prepared for HDC becoming less compliant
CCTV purchase & installation	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring recommendations for agreement to F&GP covering scope & cost	By Dec	Gain agreement from Full Council for scope & cost of prefrrd system	By Feb 25	Public consultation for parish wide system - Max scope, 'future safe'	By End April 25	Work to ensure infrastructure and permissions in place	By End May 25	Complete phase 1 installation	By End June '25	Clerk, working party , Full Council	Working productively with appropriate companies on scope takes considerable time and efforts including many on site meetings. Plus consultation will involve a great deal of work and appropriate publicity	Promote positive engagemnt and ensure scheme is understood by wider community
SPC Social Media and App. roll out	Attempt regular postings on a number of platforms - to promote work of council, as well as ensure positive and correct information drowns out unhelpful 'noise'	Community Engagement Group to rec. main list of promo pages	By August	F&GP approve first tranche of promos & where to post	By Sept	Start process when links to web site are productive	By Oct.	Increase frequency of output including more narrative, maybe a blog	By Nov	Agree APP provider and complete full coverage	By Jan	Clerks office and Community Engagement Group	# - All parties aware of limitations on officer time, and for the need to ensure the Web site upgraded at the same time or preferably before full roll out of SM so links work correctly # APP to follow, when Links ok	Ensure there is always a willingness to work towards a resolution
Neighbourhood Plan Phase II	Following SCP agreement to return to our N. Plan to consider missing elements from first plan, within 6 months of HDC Local plan being made - To do so.	To gain agreement from Full Council to start the process in advance of L. plan being made	July meeting	Working party to meet to make recommendations, and Full C to agree	Sept Meeting	Discuss scope of phase II with N. Plan consultant and bring back to Full C for remit	By Feb.	Obtain grant monies - if appropriate to make application	By End May '25	Vote in new N. Plan sub committee and begin Phase II in earnest	By End June '25	ALL	Depends on whether Full Council agree to continue or not - as understanding progresses with information obtained	Working closely with N. Plan consultant should avoid misunderstanding of expectations
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue	Gain data gathered by WSCC engineers, & work to identify possible solutions	By Oct	Reconvene working party to discuss next apprach to wiston estate	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 25	Finalise application and decide upon any match funding requirements	By Feb	Working party, Clerk and Key stakeholders	WSCC Engineers and Cllr are proving illusive and this is slowing the process.. The main problem however is that no one currently really knows how to affectively alleviate the issue.	Might have to simply go for best value approach
Steyning Traffic Regulation Orders	Complete the TRO project - incorporates improvements to Church Lane, Tanyard Lane, High Street, Vicarage Lane, Jarvis Lane and a speed limitation on the A283	Finalise last of the three TRO applications with Cllr Linehan	By July	Community Committee to respond to final WSCC officer led amendments	By End of July	First 2 x TRO's go out to Public consultation - SPC to be informed regards response	By End Sept	A283 - WSCC officer to design scheme, Cllr P.L. to agree extent of cover then out to consultation	By End Nov	Successful applications to be installed before end of financial year	Before End of March 25	Clerk / Community C./ Cllr Linehan / WSCC Officers	TRO submissions go to public consultations so in hands of WSCC officers and residents to resolve our best intentions	Make schemes as reasonably scoped as possible Avoid controversy
Steyning Centre Projector install	Complete feasibility study and business plan which sets out need for projector replacement and if agreed purchase and install	Obtain initial quote options	By Jan	Gain understanding of potential user groups	By End Feb	Complete business plan for SPC scrutiny	By End March	Gain approval or otherwise for SPC finance	By May '25	Install new projector	By End June '25	Clerk / F&GP	Business plan will determine finance priority and this will determine any timescale limitations	Ask for permissions from all companies ASAP to avoid backing up issues
Last Years project completions	To complete the unfinished SPC projects from the year 2024/25 agreed list	1. High Street Notice Board relocation	By End August	2. Finger post installation	By End Oct.	3. Implementation Plan 'Sign off' from HDC	By Nov.	4. Installation of new SPC Sign post - For MPF	By Nov.	5. Draft new Tree Management Strategic Plan	Before End of May 25	Clerk and Community Com.	Needng WSCC, shop owners, HDC to grant permissions for projects 1, 2 and 4. Needing HDC to complete long awaited / delayed review of Imp plan. Office Time only constraint for project 5	Keep positive coms going with partner organisations to ensure action













Allotment Report Autumn 2024

Available Plots

We can confirm that we currently have 4 plots available at Rublees and 1 plot available at Canada Gardens with no waiting list at this time.

Annual Rents

Annual Rents were sent out in August and we have now collected all rents for the year and have also reallocated some of the plots that were given up at this time.

Cultivation

We continue to send emails and letters to tenants who leave their plots uncultivated and remind those who do not cultivate on a regular basis. We encourage those who may be having difficulty to contact us and consider downsizing the plot to half size to help them achieve a successful cultivated plot.

Skips

We had a request from the allotment association for extra autumn skips to be supplied on each site to help clear unwanted rubbish before winter. These were provided and filled very quickly which we hope will help keep the sites tidy throughout the year.

Pest Control

A Wasps Nest was reported in September at the Rublees site which was swiftly dealt with by our contractor.

Social Media

Our new social media page has had a very positive effect on the allocation of allotment plots with several new enquiries coming from this source. We will continue to advertise in this way.

Highways Matters

Briefing Notes

7.1 – SPC Traffic Regulation Orders – progress – The Clerk will update on the latest situation, regarding the Church Lane, Vicarage Lane, Tanyard Lane, Jarvis Lane, High St. and A283 Bypass SPC projects.

7.2 – Better engagement with WSCC Highways engineers – After much correspondence and liaison with various WSCC officers and the WSCC Cllr Paul Linehan, there has been significant movement from WSCC on their level of engagement with us and indeed across the county – this having started in the last 4 or 5 weeks. It's early days but currently WSCC Highways officers in particular are much more attainable, responsive, communicative, and informative – please see separate supporting paper 7.2 for an example. The Clerk will elaborate at the meeting. No decisions are necessary under this item.

7.3 – DMMO decision notification – See separate supporting paper 7.3. There is no decision required on this item.

7.4 – To consider redesignation request for Newmans Gardens Car Park – Following the recent TRO which has focused attention on residents parking options in and around Tanyard Lane, Cllr Finnegan established there could be some benefit by our Parish Council advocating a change from this Car Parks current designation of limited Season Tickets availability. It would mean extending the season ticket (annual Pass) availability from just 'Business' and 'Workers' to also include 'Residents' and members of the 'Public' – which is the case currently with Fletchers Croft Car Park, and therefore to extend the general availability.

Apparently at some point in the past our council had agreed to limit season tickets to 45. This change would not necessarily take this number beyond 45 but may well do so in the long run – and the HDC officers said they could monitor this fact and keep us informed.

We do need to consider and agree or not this item please.

Steyning Parish Quarterly update

Subject	Update	Remarks
Drainage	<i>Mouse lane is a triennial year 1 cyclical cycle – last cleaned in august 2024 and next due in March 2027 (according to kaarbontech)</i> <i>High street is a quadrennial year 2 cyclical cycle – last cleaned in April 2020 and should be/shows due in May 2024 however this road forms part of a widespread issue where the quadrennial year 2 assets are not on this year's programme, they would naturally be due in 2025 as the 2024-2025 programme is for year 1 assets,</i> <i>What happened is at the beginning of the contract the quadrennial year 2 assets across the county were brought forward a year to be cleaned in 2020 instead of 2021 due to contract issues at the start of the new contract, this was because of the previous contract going from a 2 year cyclical cycle to a 4 yearly cyclical cycle this was optimisation from historic silt levels, when the assets were cleaned they should have reverted back to the original date which would have been 2025 however it automatically updated to 2024 and was never picked up until recent.</i>	<i>The roads highlighted are the main concern for the parish.</i>
Inspections	<i>Steyning is due to be inspected at various times due to the High Street being a slightly higher priority. Therefore:</i> <i>Church Street and High Street, Steyning are inspected on a 3 monthly basis. These inspections are due weeks 11, 24, 37 and 50.</i> <i>The remainder of Steyning is inspected annually and the inspection is due week 14.</i> <i>It is important to note that due to the number of inspections we have there is a built-in tolerance of +/- 2 weeks for annual inspections and +/- 1 week for 3 monthly inspections.</i> <i>Not sure if Bramber falls within the same parish but just in case:</i> <i>Hyde Lane and Hyde Square are inspected 3 monthly, and the rest of Bramber is inspected annually. The 3 monthly inspections are as above and the annual falls due week 13.</i>	<i>Quick overview on their inspection routine.</i> Potential to invite members to do a small walk and talk through of what a inspector/steward do.
CHS	Apply for a community highways scheme - West Sussex County Council	<i>Link to CHS and any up-and-coming CHS.</i>
Planned works	<i>No planned works over the next 3 months</i>	

Social media	Sussex Safer Roads Partnership Making People Safer on Sussex Roads West Sussex Highways (@WSHighways) / X (twitter.com)	
Enquiries	<i>Within HDC over 2000 enquires were attended by WSCC Highway Stewards and 1215 closed in the last 3 months (Jul, Aug, Sept).</i>	<i>Overview of numbers in the last 3 months.</i>
Vegetation	<i>The County Council operate a vegetation clearance works programme between April and October each year, aimed at dealing with larger scale vegetation encroachment within the extent of the public highway. In many cases, the vegetation is the responsibility of the adjacent landowner and hence officers will take steps to request that they undertake the necessary works. The timescales for delivering the works will be dependent on the risk and size of the request, and it may be that other safety interventions are required (such as barriers/footway closures) in the intervening period.</i> Trees, hedges, weeds and grass - West Sussex County Council	
Policies & Guidance	<i>At this moment in time WSCC Highways has no policies under review. Any changes to policies that affect the constituents in your parish will be made public.</i>	<i>Links to policies that may be of use.</i> <i>Changes in policies.</i>
Useful Links	Road safety advice - West Sussex County Council Operation Watershed - West Sussex County Council Pedestrian dropped crossings and footway accessibility improvements - West Sussex County Council Apply for a permanent TRO - West Sussex County Council Dropped kerbs (or vehicle crossovers) for driveways licence - West Sussex County Council Highway Inspection Manual (westsussex.gov.uk) Report a pothole online - West Sussex County Council Report flooding - West Sussex County Council	
Other		

Yours Sincerely

George W Fort
Assistant Area Highway Manager
Highways, Transport and Planning
Place Services
West Sussex County Council



Order Decision

On papers on file

by Susan Doran BA Hons MIPROW

an Inspector appointed by the Secretary of State for Environment, Food and Rural Affairs

Decision date: 09 September 2024

Order Ref: ROW/3330824

- This Order is made under Section 53(2)(b) of the Wildlife and Countryside Act 1981 and is known as the West Sussex County Council (Chanctonbury No.1: Bramber and Steyning (Addition of a Public Footpath) Definitive Map Modification Order 2023.
- The Order is dated 28 February 2023 and proposes to modify the Definitive Map and Statement for the area by adding a public footpath as shown in the Order plan and described in the Order Schedule.
- There was one objection outstanding when the Order was submitted to the Secretary of State for Environment, Food and Rural Affairs for confirmation.

Summary of Decision: The Order is confirmed

Preliminary Matters

1. This Order concerns the addition of a public footpath between Coombe Drove, Bramber and Bostal Road, Steyning, points A to B on the plan attached to the Order ('the Order plan'). The application to add the Order route to the Definitive Map and Statement ('DMS') was made by Bramber and Steyning Parish Councils.
2. Whilst the sole objection to the Order has not been withdrawn, it raises matters I am unable to take into account in determining it (paragraphs 16 and 17).
3. My decision is reached on the basis of the papers on file. I have not visited the site but am satisfied that I can reach my decision without the need to do so.

The Main Issues

4. The Order is made under Section 53(3)(c)(i) of the Wildlife and Countryside Act 1981. This requires me to consider whether, on a balance of probabilities, the evidence shows that a public footpath subsists over the Order route. Dedication through public use arises either by presumed dedication as set out in Section 31 of the Highways Act 1980 ('the 1980 Act'), or by implied dedication under common law. The Council relies on statute.
 5. Accordingly, the 1980 Act requires me to establish the date when the public's right to use the Order route was brought into question, then determine whether use by the public has been as of right (without force, secrecy or permission) and without interruption for a period of not less than 20 years ending on that date. Finally, I need to consider whether there is sufficient evidence to show the landowners did not intend to dedicate public footpath rights during that period.
-

Reasons

When use of the Order route was brought into question

6. A notice was put up on the Order route in 2020 by the owner of Penland Cottage, stating it was not a public right of way and its use was permissive. It was this action that prompted the submission of the application to West Sussex County Council ('the Council') to add the Order route to the DMS.
7. Prior to this both the current and previous owners of Penland Cottage had lodged deposits with the Council under section 31(6) of the 1980 Act covering the period 1996 to 2019. These prevented the acquisition of any unrecorded public rights of way over the land in their ownership between these dates. In addition, land at Penland Cottage had been fenced off in 1996 to create a garden and address incidents of anti-social behaviour at the property. Accordingly, the Council determined the 20-year period for the purposes of section 31 of the 1980 Act to be 1976 to 1996. I agree with this conclusion.

Use by the public

8. The application was accompanied by 14 user evidence forms (UEFs) and 113 statements claiming use of the Order route between 1964 and 2020. Some 91 individuals claim use for part or all of the 20-year period, with 24 claiming use between 1976 and 1996. Consultations carried out by the Council in relation to the alignment of the Order route, elicited a further 29 individuals claiming use during the 20-year period. Most described use on foot, with 13 claiming use with a bicycle. One person had observed someone being turned away from the route and 4 had seen the notice (paragraph 6). Others had been seen using the route on foot or with a bicycle, and some referred to use on horseback.
9. Users indicate their use was 'as of right', that is without force, secrecy or permission. Use was without interruption, with no-one stating they had been challenged or stopped. Claimed use is described as regular, ranging from 20 to 730 times a year, with most people going to and from the town centre, accessing shops, the bus stop, health centre, community centre, post box, churches, schools, going to work, and visiting friends, or for recreation, with the Order route providing a short-cut between residential areas.
10. I find the user evidence compelling and sufficient to raise a presumption of dedication on foot.

Alignment and width

11. Some 33 users describe the original route being wider and following a more direct or straight alignment. However, the fencing in 1996 (paragraph 7) had reduced the available width and introduced bends. Some users submitted maps dating to the 1960s to illustrate the original features of the route. Evidence in Council files dating to 1996 indicates this original alignment had been in regular use by the public for at least 32 years at that time.
12. It is clear that the route available to users at present and during the 20-year period differ. The original alignment as represented on the Order plan (a copy of which is appended to this decision) is wider and crosses land now forming part of the garden to Penland Cottage. The current path lies beyond the garden fence, is narrower and less direct. It follows that the alignment in use during the 20-year period as represented in the Order and shown on the Order plan.

The evidence and actions of the landowners

13. Continuing the actions of previous owners of Penland Cottage, the current landowner believes use of the Order route to be permissive. However, actions taken by the owners to prevent the acquisition of a public right of way over the land (paragraph 7), postdate the 20-year period. There is nothing to suggest that any landowner took any actions during the 20-year period to demonstrate a lack of intention to dedicate a public right of way over the land.

Conclusions on presumed dedication

14. I am satisfied that use by the public was brought into question in 1996. I conclude that use has been as of right and without interruption throughout the 20-year period 1976 to 1996. I am satisfied the alignment during this period is that shown on the Order Plan. I find there is no evidence to demonstrate that the landowners did not intend to dedicate it for public use. It follows in my view that the tests are met, and a right of way subsists over the Order route.
15. Whilst I note references to use with a bicycle and on horseback (paragraph 8), there is insufficient information before me from which I could conclude the existence of public rights beyond those on foot.

Other matters

16. The objection raises concerns about the privacy and security of the owners of Penland Cottage and their children, and the impact the Order would have on their human rights. There have been incidents of anti-social behaviour on the route which already exists outside their boundary, and of theft and burglary at their property. To re-position the path immediately adjacent to the dwelling, it is argued, would exacerbate such issues; and the Order is not necessary.
17. I understand the concerns raised and their importance to those expressing them. However, they are matters I am unable to consider in reaching my decision. Under the Human Rights Act 1988 rights are qualified such that they may be interfered with in certain circumstances. The relevant provisions of the 1981 Act are strictly limited, and do not allow me to take personal considerations into account. I am unable to interpret the 1981 Act in such a way so as to do so (Section 3 of the 1998 Act). It follows that, if I decide to confirm the Order, that decision would not be unlawful as provided by Section 6(2) of the 1998 Act. Accordingly, I have not attached weight to the issues raised in the objection in reaching my decision, which must be based on the evidence as to whether the way exists, and if so, its status and alignment.

Conclusion

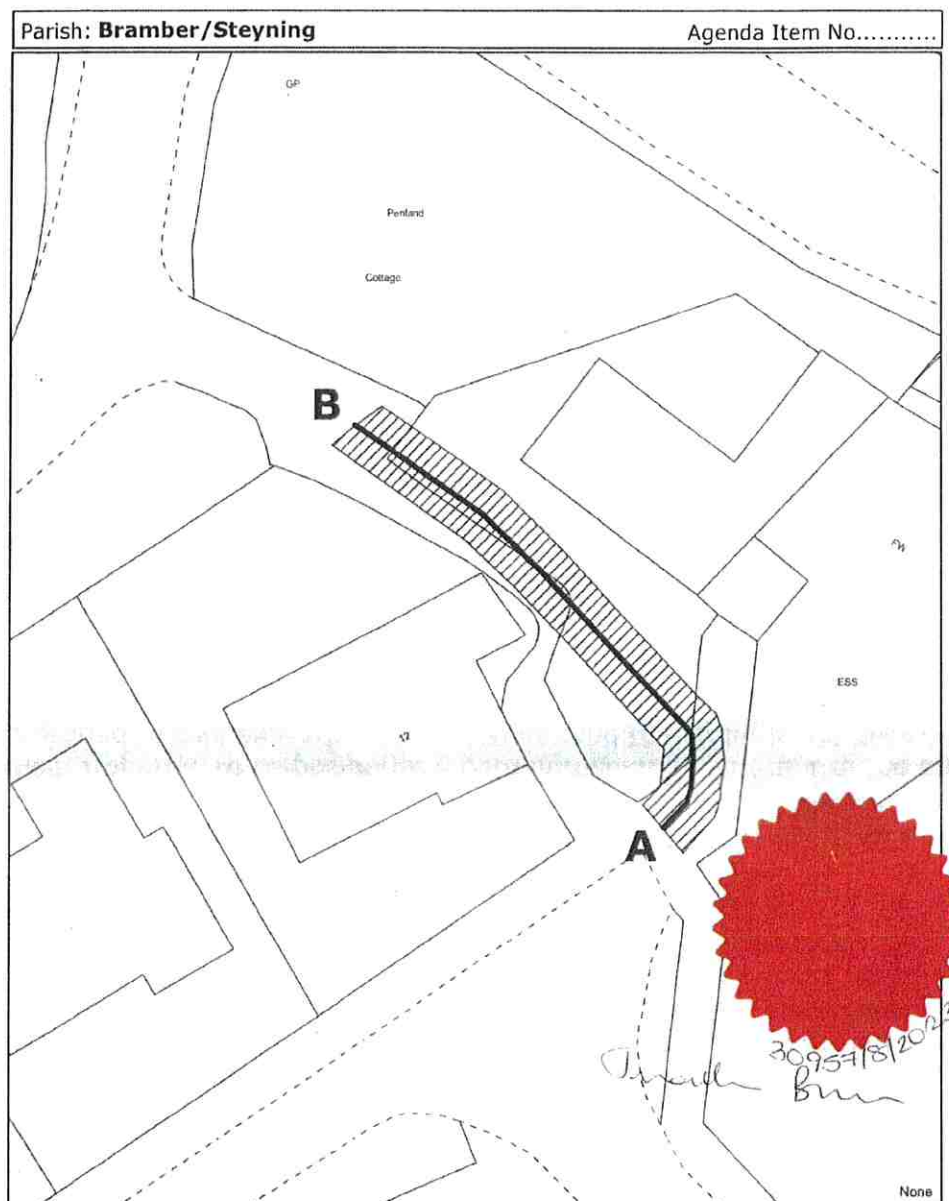
18. Having regard to these and all other matters raised in the written representations, I conclude the Order should be confirmed.

Formal Decision

19. I confirm the Order.

Inspector

MAP NOT TO ORIGINAL SCALE



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office (C) Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. West Sussex County Council, 100023447, 2023.		Order Plan for DMMO 4/20 Coombe Drive to Bostal Road Twitten				
Plan: 01818	1:250	OS Sheet: TQ 11 SE		Photocopy liable to distortion	Matt Davey Director of Highways, Transport and Planning	
Date: 23.02.2023		Grid Ref: 5178 1106				

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

Amenities Cttee

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Highways & Lighting</u>								
1001 HDC Cleaning Grant	0	14,750	14,750	29,500			0.0%	
Highways & Lighting :- Income	0	14,750	14,750	29,500			0.0%	0
4200 Street Light Energy	1,612	1,800	188	1,800		188	89.6%	
4201 Street Light Maintenance	2,389	2,250	(139)	2,250		(139)	106.2%	
4202 Lamp Post Testing	0	0	0	1,600		1,600	0.0%	
4210 Road Sweeping	11,616	12,500	884	30,000		18,384	38.7%	
4211 Town Improvements	0	0	0	1,500		1,500	0.0%	
4259 Grit	0	0	0	200		200	0.0%	
4260 Pressure wash High St	0	100	100	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	15,617	16,650	1,034	37,600	0	21,984	41.5%	0
Net Income over Expenditure	(15,617)	(1,900)	13,717	(8,100)				
<u>301 Playing Fields</u>								
1004 Reimbursed Charges & donations	204	200	(4)	500			40.7%	
1014 Memorial Donations	0	1,000	1,000	1,000			0.0%	
Playing Fields :- Income	204	1,200	996	1,500			13.6%	0
4276 Tree and Hedge Cutting	172	350	178	5,000		4,828	3.4%	
4300 Grass Cutting	1,179	5,680	4,501	8,250		7,071	14.3%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4309 Tree Reports & Essential works	1,708	500	(1,208)	2,000		292	85.4%	
4310 Grounds Maintenance	2,011	1,300	(711)	4,200		2,189	47.9%	
4312 Waste Removal	843	940	97	2,250		1,407	37.5%	
4320 Play & Gym Equip Inspections	658	1,000	342	2,450		1,792	26.9%	
4321 Play Equipment & Maintenance	1,232	900	(332)	4,600		3,369	26.8%	
4322 Memorial Tributes	0	1,000	1,000	1,000		1,000	0.0%	
4352 Litter and Bins	1,500	1,750	250	4,200		2,700	35.7%	
4360 Allotment Maintenance	578	200	(378)	3,250		2,672	17.8%	
Playing Fields :- Indirect Expenditure	<u>9,880</u>	<u>13,620</u>	<u>3,740</u>	<u>37,200</u>	<u>0</u>	<u>27,320</u>	<u>26.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,677)</u>	<u>(12,420)</u>	<u>(2,743)</u>	<u>(35,700)</u>				
<u>302 Allotments</u>								
1005 Allotment Rents	2,261	2,700	439	5,400			41.9%	
Allotments :- Income	<u>2,261</u>	<u>2,700</u>	<u>439</u>	<u>5,400</u>			<u>41.9%</u>	<u>0</u>
4253 Water Charges	(2,424)	400	2,824	1,350		3,774	(179.6%)	
Allotments :- Indirect Expenditure	<u>(2,424)</u>	<u>400</u>	<u>2,824</u>	<u>1,350</u>	<u>0</u>	<u>3,774</u>	<u>(179.6%)</u>	<u>0</u>
Net Income over Expenditure	<u>4,686</u>	<u>2,300</u>	<u>(2,386)</u>	<u>4,050</u>				
Amenities Cttee :- Income	2,465	18,650	16,185	36,400			6.8%	
Expenditure	23,073	30,670	7,597	76,150	0	53,077	30.3%	
Movement to/(from) Gen Reserve	<u>(20,608)</u>							

Amenities Cttee201 Highways & Lighting

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1001 HDC Cleaning Grant	0	29,500	29,500			0.0%	
Highways & Lighting :- Income	<u>0</u>	<u>29,500</u>	<u>29,500</u>			<u>0.0%</u>	<u>0</u>
4200 Street Light Energy	1,612	1,800	188		188	89.6%	
4201 Street Light Maintenance	2,389	2,250	(139)		(139)	106.2%	
4202 Lamp Post Testing	0	1,600	1,600		1,600	0.0%	
4210 Road Sweeping	11,616	30,000	18,384		18,384	38.7%	
4211 Town Improvements	0	1,500	1,500		1,500	0.0%	
4259 Grit	0	200	200		200	0.0%	
4260 Pressure wash High St	0	250	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	<u>15,617</u>	<u>37,600</u>	<u>21,984</u>	<u>0</u>	<u>21,984</u>	<u>41.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,617)</u>	<u>(8,100)</u>	<u>7,517</u>				

301 Playing Fields

1004 Reimbursed Charges & donations	204	500	296			40.7%	
1014 Memorial Donations	0	1,000	1,000			0.0%	
Playing Fields :- Income	<u>204</u>	<u>1,500</u>	<u>1,296</u>			<u>13.6%</u>	<u>0</u>
4276 Tree and Hedge Cutting	172	5,000	4,828		4,828	3.4%	
4300 Grass Cutting	1,179	8,250	7,071		7,071	14.3%	
4309 Tree Reports & Essential works	1,708	2,000	292		292	85.4%	
4310 Grounds Maintenance	2,011	4,200	2,189		2,189	47.9%	
4312 Waste Removal	843	2,250	1,407		1,407	37.5%	
4320 Play & Gym Equip Inspections	658	2,450	1,792		1,792	26.9%	
4321 Play Equipment & Maintenance	1,232	4,600	3,369		3,369	26.8%	
4322 Memorial Tributes	0	1,000	1,000		1,000	0.0%	
4352 Litter and Bins	1,500	4,200	2,700		2,700	35.7%	
4360 Allotment Maintenance	578	3,250	2,672		2,672	17.8%	
Playing Fields :- Indirect Expenditure	<u>9,880</u>	<u>37,200</u>	<u>27,320</u>	<u>0</u>	<u>27,320</u>	<u>26.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,677)</u>	<u>(35,700)</u>	<u>(26,023)</u>				

302 Allotments

1005 Allotment Rents	2,261	5,400	3,139			41.9%	
Allotments :- Income	<u>2,261</u>	<u>5,400</u>	<u>3,139</u>			<u>41.9%</u>	<u>0</u>
4253 Water Charges	(2,424)	1,350	3,774		3,774	(179.6%)	
Allotments :- Indirect Expenditure	<u>(2,424)</u>	<u>1,350</u>	<u>3,774</u>	<u>0</u>	<u>3,774</u>	<u>(179.6%)</u>	<u>0</u>
Net Income over Expenditure	<u>4,686</u>	<u>4,050</u>	<u>(636)</u>				

Amenities Cttee :- Income

2,465

36,400

33,935

6.8%

Expenditure

23,073

76,150

53,077

0

53,077

30.3%

Movement to/(from) Gen Reserve(20,608)

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

Amenities Cttee201 Highways & Lighting

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1001 HDC Cleaning Grant	29,178	29,500	322			98.9%	
Highways & Lighting :- Income	<u>29,178</u>	<u>29,500</u>	<u>322</u>			<u>98.9%</u>	<u>0</u>
4200 Street Light Energy	1,612	1,800	188		188	89.6%	
4201 Street Light Maintenance	2,389	2,250	(139)		(139)	106.2%	
4202 Lamp Post Testing	0	1,600	1,600		1,600	0.0%	
4210 Road Sweeping	11,616	30,000	18,384		18,384	38.7%	
4211 Town Improvements	220	1,500	1,280		1,280	14.7%	220
4259 Grit	0	200	200		200	0.0%	
4260 Pressure wash High St	0	250	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	<u>15,837</u>	<u>37,600</u>	<u>21,764</u>	<u>0</u>	<u>21,764</u>	<u>42.1%</u>	<u>220</u>
Net Income over Expenditure	<u>13,342</u>	<u>(8,100)</u>	<u>(21,442)</u>				
6000 plus Transfer from EMR	220						
Movement to/(from) Gen Reserve	<u>13,562</u>						

301 Playing Fields

1004 Reimbursed Charges & donations	204	500	296			40.7%	
1014 Memorial Donations	0	1,000	1,000			0.0%	
Playing Fields :- Income	<u>204</u>	<u>1,500</u>	<u>1,296</u>			<u>13.6%</u>	<u>0</u>
4276 Tree and Hedge Cutting	577	5,000	4,423		4,423	11.5%	
4300 Grass Cutting	4,714	8,250	3,536		3,536	57.1%	
4309 Tree Reports & Essential works	1,708	2,000	292		292	85.4%	
4310 Grounds Maintenance	2,011	4,200	2,189		2,189	47.9%	
4312 Waste Removal	980	2,250	1,270		1,270	43.6%	
4320 Play & Gym Equip Inspections	723	2,450	1,727		1,727	29.5%	
4321 Play Equipment & Maintenance	1,838	4,600	2,762		2,762	40.0%	
4322 Memorial Tributes	0	1,000	1,000		1,000	0.0%	
4352 Litter and Bins	1,500	4,200	2,700		2,700	35.7%	
4360 Allotment Maintenance	578	3,250	2,672		2,672	17.8%	
Playing Fields :- Indirect Expenditure	<u>14,630</u>	<u>37,200</u>	<u>22,570</u>	<u>0</u>	<u>22,570</u>	<u>39.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(14,426)</u>	<u>(35,700)</u>	<u>(21,274)</u>				
<u>302 Allotments</u>							
1005 Allotment Rents	4,074	5,400	1,326			75.4%	
4253 Water Charges	(2,336)	1,350	3,686		3,686	(173.1%)	
Allotments :- Indirect Expenditure	<u>(2,336)</u>	<u>1,350</u>	<u>3,686</u>	<u>0</u>	<u>3,686</u>	<u>(173.1%)</u>	<u>0</u>
Net Income over Expenditure	<u>6,410</u>	<u>4,050</u>	<u>(2,360)</u>				

Amenities Cttee :- Income

33,456 36,400 2,944 91.9%

Expenditure

28,130 76,150 48,020 0 48,020 36.9%

Notification of payment to the Steyning & District Partnership as per SPC decision from Feb '23

Briefing Note

Steyning Parish Council made a commitment to support the White Bridge Link Project – Here is the 'Minute' extract from the Full Council Minutes 20th February 2023

FULL/22/97.8 Possible Joint Parishes project to upgrade a pathway as per supporting paper.

Cllr I Alexander reported on a pathway scheme that the Steyning and District Partnership have been actively coordinating through working parties and collaboration with School, Landowners and Upper Beeding and Bramber Parish Councils.

The scheme is for the upgrade of the existing path from Kings Barn Lane in Steyning to Salting's way in Upper Beeding, otherwise now known as 'the White Bridge Link'.

To move the process forward there is a need for a bespoke permit from the Environment Agency – the cost of which together with the cost of a planning application could be up to £900. The idea is for these costs to be shared by the Councils at this stage.

*Cllr I Alexander **proposed, seconded** by Cllr Sullivan that SPC support the 'White Bridge Link' project up to a maximum limit of £300. **Agreed 9 For 1 Abstained***

Upper Beeding Parish Council have supported the project to date and work on the first phase of this project is due to start in Autumn 2024. The Community Partnership is working with WSCC to complete the White Bridge Link in September 2025

The invoice has now been received – and as per the invoice covering note, the Steyning & District Partnership requests payment to cover the following costs relating to financial support for the White Bridge Link Project,

Pro Forma Contract	£53.35
A3 OS Map printing	£16.80
Room Hire for meetings	£197.77
Total	£267.92

Dated 14th Oct. {V1}

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	Budget 20/21	ACTUAL 20/21	Budget 21/22	ACTUAL 21/22	Budget 22/23	ACTUAL 22/23	Budget 23/24	ACTUAL 23/24	Budget 24/25	YEAR END Estimate	Draft Budget for 25/26
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£900	£889	£975	£1,697	£1,800	£1,612	£ 1,800.00
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200	£1,964	£2,250	£2,121	£2,250	£2,389	£ 2,450.00
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,290.00	£ 850.00	£ 1,305.00	£ 1,550.00	£ 1,320.00	£ 1,600.00	£ 1,360.00	£ 1,500.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 17,300.00	£ 17,462.00	£ 18,250.00	£ 18,077.00	£ 18,400.00	£ 29,483.00	£ 30,000.00	£ 30,000.00	£ 30,000.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,401.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,840.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 585.00	£ 1,200.00	£ 1,117.00	£ 1,300.00	£ 121.00	£ 1,350.00	-£ 500.00	£ 1,350.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ 113.00	£ 200.00	£ 200.00	£ 200.00	£ -	£ 200.00	£ 100.00	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 400.00	£ -	£ 400.00	£ 76.00	£ 250.00	£ -	£ 250.00	£ 120.00	£ 120.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ 4,630.00	£ 5,000.00	£ 5,758.00	£ 5,000.00	£ 4,814.00	£ 5,000.00	£ 4,900.00	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 5,000.00	£ 5,200.00	£ 5,362.00	£ 6,800.00	£ 5,634.00	£ 8,250.00	£ 7,800.00	£ 8,250.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ 725.00	£ 6,000.00	£ 5,440.00	£ 2,903.00	£ 2,586.00	£ 2,000.00	£ 2,100.00	£ 2,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 3,424.00	£ 3,500.00	£ 2,453.00	£ 3,500.00	£ 5,060.00	£ 4,200.00	£ 4,200.00	£ 4,400.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,450.00	£ 1,591.00	£ 1,450.00	£ 1,930.00	£ 1,850.00	£ 1,884.00	£ 2,250.00	£ 2,150.00	£ 2,250.00
4320	Play & Exercise Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 2,090.00	£ 1,800.00	£ 2,982.00	£ 2,000.00	£ 2,237.00	£ 2,450.00	£ 2,400.00	£ 2,450.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 7,275.00	£ 2,100.00	£ 3,237.00	£ 2,500.00	£ 6,329.00	£ 4,600.00	£ 4,600.00	£ 4,800.00
4322	Memorial Tributes											£ 1,000.00	£ 400.00	£ 1,000.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 3,108.00	£ 3,200.00	£ 3,396.00	£ 3,250.00	£ 3,842.00	£ 4,200.00	£ 4,100.00	£ 4,250.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 2,160.00	£ 3,800.00	£ 9,445.00	£ 3,200.00	£ 1,764.00	£ 3,250.00	£ 3,000.00	£ 3,250.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,700.00	£ 53,684.00	£ 57,550.00	£ 63,631.00	£ 57,428.00	£ 70,732.00	£ 76,150.00	£ 72,231.00	£ 76,570.00
CODE	INCOME													
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00	£ 25,384.00					

Request for support from the C.L.A.G. local action group

Briefing Note

Please see emails below and attached further information concerning this request for support.

NB - includes request for possible financial support {Specific request in red}

At the last consultation, SPC decided that individual councillors could/should respond

Chanctonbury Landfill Action Group 3

Hi Everyone

We hope this email finds you all well.

Further to our email below. The Committee voted to unanimously investigate the option to seek a Judicial Review.

We now know this is going to involve a substantial amount of money, so we need to gauge the level of support and how many and how much money, our supporters can pledge to get this application quashed.

Would you be kind enough to advise your level of support for this important challenge. if we do not take action this will have a massive impact on everyone's lives throughout the surrounding areas, with regard to traffic; pollution; noise; dust and the potential to contaminate a major aquifer from leachate. Also traffic will be compounded by the addition of Rampion 2. You, your families Health, Wellbeing and lives are at risk.

Would you be kind enough to reply to all as we now have a limited amount of time to process the application.

This email is being Circulated to over 115 people, plus there are over 300 objectors who strongly supported our campaign.

kind regards

Russ Fowler (Chairperson)

----- Forwarded message -----

From: **Russ Fowler** <Date: Sun, Oct 13, 2024 at 12:21 PM
Subject: Rock Common Quarry Landfill. WSCC/028/21To:

Chanctonbury Landfill Action Group 3

Hi All

We hope this email finds you all well.

You may probably be aware that WSCC pushed through this application on Tuesday the 8th October 2024.

The sad fact is this is going to have a massive impact on everyone's lives, both in Washington and the surrounding areas. The volume of traffic and additional HGVs will become unbearable. Brace yourselves for long delays especially during rush hour. This will be compounded by the additional HGVs regarding Rampion 2. You will have wished the Rock Common quarry application was declined.

Clag 3 committee will be meeting on Tuesday 15/10/2024 to discuss options. On the agenda will be the option of a legal challenge in the form of a Judicial review, which I will be recommending.

Going forward those that have objected we look forward to your continued support.

Kind regards

Russ Fowler Chairperson

From: clerk@washingtonparish. **Sent:** 12 January 2023 10:00

To: Steyning Parish Council - Clerk **<Subject:** FW: WSCC/028/21 - Rock Common Quarry Application.

Hi John

Nice talking earlier and happy new year. As promised, see email below from Chris Bartlett confirming extension deadline to 20th January for responses to the quarry application.

I am waiting on consent from CLAG (Chanctonbury Local Action Group) to share their notes – they are very long and go onto a lot of technical detail, so probably not going to be helpful. The overview is about the insufficient, inaccurate and out of date data presented by the applicant to support their proposals e.g traffic surveys carried out over only one week during the pandemic and rainfall data from 1970 etc.

Below is an extract of our chair's report for next month's Sussex Local, based on the council's discussion of the application on Monday this week. It gives an overview of the council's concerns about the 166-page environmental statement (the new information) submitted by Dudman's for this application.

"The restoration of the quarry after sand winning is subject to a planning application under consideration by West Sussex County Council. A significant number of public responses were received during the initial public consultation, and the applicants have now produced a response with further clarifications and comments. By far the largest concern expressed by respondents was the impact of traffic, with a predicted 300-500 daily lorry movements being generated to infill the quarry with inert material. As mentioned above, should the Rampion compounds go ahead in the same area, there could be an intolerable level of additional traffic generated by two projects running simultaneously in this area. The parish council has highlighted this in a further response, together with further questions relating to the data provided and any potential water contamination from the quarry into the local water course. A key question relates to the future availability of sufficient inert waste, which could potentially expand the period of infill for many years. Once again, the parish council's latest response can be viewed on the website."

The council's planning committee is currently drafting the response which will be published on our website either today or early next week.

Attached is the more comprehensive WSCC application notice, published online, which includes matters than can and cannot be taken into consideration.

Feel free to disseminate this email amongst your councillors.

Hope it helps.

Kind regards

Zoe Savill

Clerk to Washington Parish Council

Office hours: Mon-Thurs 9am-5pm

www.washingtonparish.org.uk

Michael Elkington
Head of Planning Services

County Planning
County Hall
Chichester
PO19 1RH
Tel: 01243 777777



www.westsussex.gov.uk

THE OWNER/OCCUPIER
THE STEYNING CENTRE
FLETCHERS CROFT
STEYNING
BN44 3XZ

05 December 2022

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Notice under Regulation 25 of the submission of further information and evidence respecting an environmental statement

Application Number	WSSC/028/21
Proposal	The continued winning, working and processing of sand from the existing Rock Common Quarry, the Importation of inert classified engineering and restoration material, the stockpiling and treating of the imported material, the placement of the Imported material within the quarry void and the restoration and landscaping of the quarry
Location	Rock Common Quarry, The Hollow, Washington, Pulborough, RH20 3DA
Applicant	Dudman (Rock Common) Limited and The Wiston Estate
District/Borough	Horsham

Following the submission of the above planning application, notice is hereby given that further information and other general clarifications on a range of matters have been submitted to West Sussex County Council.

All previously submitted comments will continue to be taken into account and do not need to be re-submitted, however, you are invited to make additional comments on the further information. Please do so by **1st January 2023**. Your comments should include your name, address, email address and the application number.

The application details can be viewed on our website: <https://westsussex.planning-register.co.uk/planning/display/WSSC/028/21> or scan the QR code at the end of this letter

Comments should be made:

- online
- emailed to: planning.applications@westsussex.gov.uk
- In writing sent to: County Planning, West Sussex County Council, County Hall, Chichester PO19 1RH

Please consider helping to reduce the cost to your council and the environment by submitting comments electronically.

When considering your comments, bear in mind that only certain issues can be taken into account. These include the following:

- Suitability of use for the area
- Loss of light/outlook/privacy
- Effect on historic features such as listed buildings/ conservation areas
- Dust/odour/fumes
- Impact on trees/hedgerows
- Layout/appearance/design of buildings
- Traffic generation/access/highway safety
- Impact on natural environment including animals and their habitat
- Noise/disturbance
- Effect on landscape or character of area

We cannot take into account issues including the following:

- Matters covered by other regimes such as Building Regulations or Environmental Permitting, or construction issues where covered by the control of Pollution Act
- The applicant's conduct or motives
- Loss of trade to individual competitors
- Representations regarding another proposal
- Land/boundary disputes, covenants, etc
- Loss of individual property value
- Factual misrepresentation of the proposal
- Loss of a private individual's view

Your details (except phone number, signature and email address) and comments will be publicly available and published online as soon as practicable following their receipt. Do not include any personal information that you would not wish to be publicly available.

Comments that are potentially defamatory or breach equality laws or other legal obligations may be omitted from consideration. We also reserve the right to redact your comments.

We will not respond to individual comments but will take them into account in deciding the application.

If you make comments on the application, you will be notified if the application is to be considered by the Planning Committee so that you can attend the meeting and if you so wish, request to speak.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully

Chris Bartlett
County Planning
Email: chris.bartlett@westsussex.gov.uk
Phone: 0330 222 6946



Southern Water Consultation Request

Briefing Note

We need to decide what we as a council want to do following this request, noted below

From: Victoria.Finnegan <Sent: 22 October 2024 14:26

To: Subject: Southern Water Consultation

Hi both,

Please see below for details on the SW draft plan that you may find useful/wish to contribute towards.

"Southern Water has indicated that the company wishes to improve transparency and communications at a local level, even to an individual customer extent, and also to incorporate into strategy regular stakeholder updates and two-way communication. At its best, this has potential to prove valuable for all concerned.

As you may know, local community contribution to the revised draft Water Resources Management Plan has been invited. If you haven't already done so, I thought you might want to pass on details (below) to Parish and Neighbourhood Councils, as well as community groups, so that their comments might help Southern Water to have a better understanding of localised situations and challenges. In this way, the company might be able to make real, even tailored, improvements to its service as it begun to do at Lavant and Bosham with private and public sewer sealing."

Access to the draft plan is via:

<http://waterresources.southernwater.co.uk/>

until 4th December.

Kindest Regards

Victoria

Victoria Finnegan

Councillor for Steyning and Ashurst Ward

Telephone:

Email: Victoria.Finnegan@horsham.gov.uk
