

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16th SEPTEMBER 2024 AT 7.30PM

Councillors Present : Cllrs Young (Vice Chairman), S. Alexander, Lloyd, Linfield, Sharp, M Alexander, Johnson, I Alexander, Trundle and Hanson.
Clerks in attendance : John Fullbrook
Members of the Public : 6 {inc District Cllr Victoria Finnegan and Carole Boniface, Neighbourhood Warden Supervisor}
Meeting commenced : 7.32 pm

DRAFT MINUTES

ACTION

FULL/24/48 APOLOGIES FOR ABSENCE

48.1 Apologies received from Cllrs Norcross, Campbell, Foxwell, Ballance and Bell, plus Cllr Johnson had given notice that she would likely be arriving a few minutes after the beginning of the meeting, as she was involved with representing the Council at a Climate meeting in Horsham.

FULL/24/49 DECLARATIONS OF INTEREST

49.1 None

FULL/24/50 QUESTIONS FROM THE FLOOR {in summary}

50.1.1 *Q – Trevor Cree posed six questions. First, - why is the SPC Full Council awarding itself holidays in October 2024 and December 2024 when the backlog of unfinished projects grows and grows? The full council used to meet 11 times per year and projects were efficiently implemented.*

50.1.2 *A – The Chair responded that a lot of work was carried out outside of council meetings and could then be ratified within these meetings. The Clerk added that there are no 'Council holidays' in October & December, and that projects were if anything better and more efficiently implemented now, and that this was helped, not hindered, by having slightly less frequent council meetings.*

50.1.3 *Q – Second, - when will the SPC Full Council meet to discuss ending the Neighbourhood Wardens contract when it is due for renewal? Steyping residents are currently paying more than £1,000 per week to employ two people to run board games for the elderly. If we want to employ social workers we should employ social workers at a fraction of the cost.*

50.1.4 *A – The Chair, Cllr S Alexander, the Clerk and the Wardens supervisor, all spoke in support and praise of the very many services offered by the Wardens (not simply but importantly a promotion of social cohesion within the community) and that these were appreciated by the residents. Also, discussion about the contract renewal would commence when it is due to be reviewed which will be later this municipal year.*

50.1.5 *Q – Third,- it is now more than four years since the SPC agreed to upgrade the MPF playground. When will work commence on this project?*

50.1.6 *A – The Clerk responded that it was one of seven play areas within the parish identified as needing urgent renewals five years ago. In that time, Fletchers Croft had been rebuilt, Normans way upgraded, the MPF Basketball pitch renewed, and an External Gym had been installed. Plus the*

Chandlers Way play area was at present undergoing a complete revamp. Therefore the MPF, as a lower priority, would be dealt with as time and finance allowed.

50.1.7 *Q – Fourth, - Why did the SPC Planning Committee spend less than three minutes before they agreed to support the HDC purchase of Bramber Brooks for £396,000?*

50.1.8 *A – The Chair pointed out that HDC owned Bramber Brooks, and another member of the public pointed out {An HDC Councillor}, that the purchase and much of the maintenance was paid for not from HDC funds but from S106 funds and private finance. Cllr Sharp further pointed out that this purchase was to offset developments elsewhere, and was very reasonably priced.*

50.1.9 *Q – Fifth, - when will the supplied evidence and correspondence between the SPC and SPC solicitor be made public in relation to the ownership of the iconic Steyning Clock Tower? Why is the SPC considering paying for the clock tower renovation and painting when it now states that it no longer owns it? Would the SPC pay to paint any other residents windows?*

50.1.10 *A – Cllr Sharp responded that the council were continuing to research relevant documentation. The Clerk pointed out that SPC is not paying for someone else's renovations, rather it would continue to work closely with the owner of the Clock Tower so that it could renew the clock face and mechanism which was owned by SPC, at the same time.*

Cllr Johnson arrived at this point in the meeting

50.1.11 *Q – Sixth, - It is now more than four years since a budget was allocated to place information boards or a mural within the High Street bus shelter. When will work commence on this long overdue project?*

50.1.12 *A – The Clerk pointed out that this council had so far identified more than 70 projects it thought at least worthy of consideration for completion when time and finance allowed for the benefit of its residents, and likely after the working party which will follow this meeting, more would be added to that list, and that this was a good thing. He also pointed out that many projects had been completed recently but because of the number involved it would be easy to point out what hadn't been done if that is what some individuals wanted to do.*

FULL/24/51 **MINUTES OF PREVIOUS MEETING** - Cllr Young **proposed, seconded** by Cllr S. Alexander that the minutes for the meeting dated the 15th of July 2024 be accepted as a true and fair record.
51.1 **Agreed.**

FULL/24/52 **MATTERS ARISING – These items were taken as read**

52.1 Clerk to ensure Youth Service holiday activity administrative requirements in place – **Actioned**

52.2 Clerk to continue to update on council summer recess project progress – **See Item 55.3**

52.3 Clerk to convene an SPC Neighbourhood Plan working party – **Actioned / See item 56.1**

52.4 Community Engagement Com. to progress arrangements for Farmers Market - **Actioned/ Item 55.4**

52.5 Decision regards motion under Standing Order 9 relayed to Cllr Campbell – **Actioned**

52.6 Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if needed- **Actioned**

52.7 SPC to adopt Climate Action Plan and begin to work through recommendations – **See item 57.3**

52.8 Cllr Finnegan to respond to question concerning EV charging infrastructure installation delays -**Item 53.1**

52.9 Clerk to check play tunnel installation specs for Chandlers Way - **Actioned**

52.10 Signed AGAR and supporting papers to be sent to external auditors - **Actioned**

FULL/24/53 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 53.1.1 Cllr Victoria Finnegan – (HDC) update, Item 1. South Downs National Park**, - Contract for HDC to work with the SDNP on planning applications is coming to an end next week. New guidance to be issued for Local Councils at the end of September, as SPC will remain a consultee.
- 53.1.2 2. New National Planning Policy Framework**, - Current assessment for annual new homes required in Horsham has subsequently gone up from 917 to 1294.
- 53.1.3 3. Vegetation maintenance** – Tanyard Lane bank being dealt with but gradient of it has caused some issues. High St Car Park rear aspect also to be dealt with in October.
- 53.1.4 4. Chancton House** – Late night ASB activity involved with the gap in the hedge – a new fence is to be installed, and wardens and police are aware of the situation.
- 53.1.5 5. Car Parks** – Nothing but good feedback so far concerning the change to long-term parking at Fletchers Croft. Newmans Gardens Car Park development delayed – this time to do with the HDC move of office location in Horsham.
- 53.1.6 6. EV Charging points** - in Fletchers Croft are being installed and this should be completed within the next three weeks.
- 53.1.7 7. Mouse Lane** - Talking with WSCC there was cyclical maintenance completed in March 24, and more planned soon, concerning flood risk management. There is a current survey for residents via WSCC which closes on the 27th September, and takes 5 minutes, to determine views from the public in order to develop a new flood risk management strategy – this is the link :- <https://yourvoice.westsussex.gov.uk/west-sussex-flood-risk-management-strategy>
- 53.1.8 8. Wi-Fi masts** – The High Street planning application had been withdrawn – repositioning of masts will be including community engagement next time the application is considered
- 53.19 9. New Grants available at HDC** - for new businesses to enhance visitor experiences (tourism), youth provision, and volunteer support sector schemes. **CLERK**
- 53.1.10 10. Glebe Farm** – The current application is to be heard at a separate HDC planning meeting on the 26th Sept. The officer's report is available via the HDC Portal. Some of the latest mitigations from potential developers includes the following:
i, £10K for kissing gates or styles renewal within a 5-mile radius
ii, £100K to the white bridge link project as part of the active travel initiative
iii, £80K Downlink upgrades
iv, £109.5K Towards maintenance at Bramber Brooks for next 5 years
v, £132K for EV charging points
vi, £75K for Footpath resurfacing (Active Travel Plan) **CLERK**

53.2 Cllr Nicholas Marks – Not in attendance

FULL/24/54 NEIGHBOURHOOD WARDENS REPORT

- 54.1** The Neighbourhood Warden reports for July and August 2024 were received, and considered, but no questions were raised. The Wardens supervisor reported on good results in consideration of dealing with break-ins at Brotherhood Hall, where notably, warden Michael managed to gain identification off CCTV evidence and the perpetrators are now being dealt with by the police. The E Scooters issue was also discussed, and further dealt with under item 57.2, below.

FULL/24/55 GOVERNANCE AND COMMUNITY MATTERS

- 55.1 Youth Service Presentation – Report on the first week-long Holiday Activity Club from the new SPC Youth Services Team.** Unfortunately, the Lead Youth Worker, had tested positive for Covid and was therefore not in attendance, therefore this presentation is to be taken to the next meeting instead. In her absence, Cllr S Alexander reported briefly on a successful Holiday Activity week which included a varied and full programme of events for the joint parish's youth and did so in association with other key partners. Each session on every day had a decent number of participants (averaging between 8 to 10); The new staff team gelled well **CLERK**

together, and the children by all accounts had a really good time – feedback comments noted within the presentation; and there was even a reasonable income generated, to offset some of the costs – something not ever achieved by previous youth service providers.

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| 55.2 | <p>SPC Social Media Promotions – A short presentation from the SPC Deputy Clerk covering the first tranche of draft postings to the councils new Facebook page, and potentially other platforms. The Deputy Clerk had put together examples of postings and they were reviewed as part of an audio-visual presentation. These postings had been discussed at the Community Engagement Group and then were recommended by F&GP Committee for Full Council approval on the 10th September '24. Content and frequency of the posts were outlined, and it was understood that when launched, it would be best to keep things relevant, up to date, interesting, fun and current, otherwise people would fail to follow this new communication stream.</p> <p>Cllr Young proposed, seconded by Cllr S Alexander that SPC agree the recommendation from F&GP that the launch of these SPC social media pages happens as soon as possible. Agreed</p> | D Clerk |
| 55.3 | <p>An all-member working party will discuss SPC projects and strategic planning for the next financial year 2025/26, after this meeting is concluded. Cllr Sharp outlined the scope of the working parties remit which would include generating more ideas on where this council intended to go and what it wanted to concentrate on next to get us there.</p> | Cllr Sharp |
| 55.4 | <p>To consider two councillor representatives to coordinate Steyning Farmers Market 'surgery' details. Cllr Young proposed, seconded by Cllr I Alexander that Cllrs Young and Linfield are the two Cllr reps to coordinate cover and distribution of promotional material for the Farmers Market events. Agreed. Name badges were also requested for representatives.</p> | Cllr Young & Linfield

CLERK |
| 55.5 | <p>To agree SPC Community Award promotional details for this 2024 Calendar year. The Clerk pointed out the need for a date change on the draft supporting paper.</p> <p>Cllr Young proposed, seconded by Cllr S Alexander that the wording of the advert as per supporting papers, including date amendment, be accepted. Agreed</p> <p>Cllr Young proposed, seconded by Cllr S Alexander that the Community Award advert be advertised on SPC website, social media platforms, via Your Steyning, and on notice boards as usual. Agreed</p> | CLERK

D Clerk |
| FULL/24/56
56.1 | <p>To consider reconvening the SPC Neighbourhood Plan Steering Committee.</p> <p>A working party had met to discuss this matter and after some lengthy discussions two recommendations were put forward to Full Council (as per supporting papers).</p> <p>Cllr Young proposed, seconded by Cllr Hanson that SPC agree to review their Neighbourhood Plan, and that the initial steps should include holding discussions with the previous SPC Neighbourhood Plan consultant to review and agree the rules, timescales, scope, grant availability and process of any review. Agreed</p> | CLERK |
| 56.2 | <p>To agree SPC member representation at the Extraordinary Planning South Committee meeting on Thursday 26th September at 5.30pm to discuss planning application DC/21/2233 (Land North of Glebe Farm and Kings Barn Lane). The Clerk had stated that the statement to be read by the SPC representative would be based on the SPC agreed response to the Reg 19 Local Plan consultation with embellishments to be agreed at the next SPC Planning and Premises meeting, but that the representative needed to be agreed at this meeting as HDC needed to be informed in advance. Cllrs Young, Hanson, Trundle and Johnson were all able and willing to take the lead role if needs be. Cllr Young proposed, seconded by Cllr I Alexander that the two SPC Cllr representatives be Cllrs Trundle and Hanson, and that as Chair of Planning, Cllr Trundle, be the designated speaker. Agreed</p> | CLERK |

FULL/24/57 REPORTS FROM OUTSIDE BODIES

57.1 Cllrs Young, Hanson and M. Alexander – Isolation & loneliness / PPG. Nothing to report

57.2 Cllrs S Alexander & I Alexander – Wardens Steering Committee – Cllr S Alexander reported on the meeting which took place on the 10th September. Much was discussed, but the dominant themes were control of E. Scooters via possibly enacting a Bylaw or PSPO, & wardens to keep an eye on vulnerable people over the winter period because of the change in the fuel cap scheme.

57.3 Cllr Johnson, Bell & M Alexander – Joint Climate Action Group. Cllr Johnson reported on the meeting which took place on the 9th September, and the meeting notes were to be distributed by the Clerk. Cllr Johnson stated progress with the Climate Action Plan, and also discussed her representation at the 'One Planet' workshop meeting which is an attempt to marry up our joint Action Plan with that of HDC, SDNP, Greening Steyning and other Councils – a useful tool for SPC. The 9th September meeting thought the main focus ought to be on helping people to insulate houses – after first establishing whether it was necessary, feeding into the neighbourhood wardens as a contact; as well as trying to lobby for a half hourly bus service to promote more use. **CLERK**

FULL/24/58 PROGRESS REPORT

58.1 To receive the following ongoing items

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

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

58.3 Reports on SPC Code of conduct investigations by HDC to be brought back to Full Council when completed - Ongoing **CLERK**

58.4 Clerk to update external bodies SPC membership representation with all the appropriate groups – Ongoing **CLERK**

FULL/24/59 CORRESPONDENCE AND INFORMATION ITEMS (see supporting papers for details)

59.1 Notification email of SDNP Planning contract ending with HDC **CLERK**

59.2 Consultation document on the revised National Planning Policy Framework

59.3 New Housing Need figures for Sussex presented in a table format

59.4 Victim Support – 'Romance Fraud in Sussex' – A two-page promotion acknowledging 'World Romance Scam Prevention Day on Oct. 3rd.'

59.5 World at One Radio programme – Stated that often Housing Associations were not able to buy 'affordable homes' from New Build developers, as they were too expensive.

FULL/24/60 DATE OF NEXT FULL COUNCIL MEETING: 18th November 2024 at 7.30pm

Meeting closed at 9.07 pm

Signed by Chairman Date 18th November 2024

A recording of this meeting is available at -<https://youtu.be/QCNXvbITl1g>



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

Email: clerk@steyningpc.gov.uk
Email: leanne.poole@steyningpc.gov.uk

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

OCTOBER 2024

Hi vis Patrol hours TOTAL:	77	ASB incidents TOTAL:	8
Foot - Steyning/Bramber/Upper Beeding	14/5/13	Noise	3
Vehicle - Steyning/Bramber/Upper Beeding	21/6/18	Neighbours	1
Notices/warnings TOTAL:	4	Driving/vehicles	2
Verbal warning	0	Bicycles/E-scooters	2
Parking alert	4	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	4
Reports into Police TOTAL:	6	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	1
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	6	Drug litter	0
		Hazards	1
Media Reports TOTAL:	1		
Press release/Community magazines	1		
Social media posts	0	Community events attended	1
Admin, Training, Meetings & Events	35	School contact	3
Vulnerable people welfare checks	3	Youth engagement	8
Signposting	2	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB (antisocial behaviour)/Crime

Steyning

We met with a worker on the high street that had experienced threatening behaviour from a person known to the police. We spoke with her about the situation and there had been more than one incident. We strongly recommended that they report to the police and to include as many details as possible.

DISC and Shoplifting, we attended a meeting relating to the use of DISC and the use by local businesses. For one reason or another it hasn't taken full flight with the Co-op, this may be due to the use of their own new internal systems. We are aware that other co-ops in the district are using DISC and it is proving to be beneficial. We have asked a representative of DISC to liaise directly with senior management from the co-op to ascertain if it will be rolled out there or not. We will update on this at a later date.

Bramber

Nothing to report

Upper Beeding

The Parish Clerk has notified us of a group of people kicking footballs at the village hall which can be disruptive of the sessions taking place. We will be carrying out patrols of the recreation ground to engage with the group and to ask them to stop.

A resident contacted us with an update of an ASB issue they had experienced earlier on in the year which unfortunately has persisted. The resident has more details regarding the person of concern. We have recommended they contact the police and have arranged a visit so that we can get a better idea of the situation and provide a visual deterrent.

Parking/vehicles

Steyning

We have received positive feedback regarding the double yellow lines that have been painted on Vicarage Lane/Church Lane. A driver that was persistently parking obstructively at the Shooting Field Junction has been issued a ticket by the Parking team which seems to have stopped the issue.

Bramber

Nothing to report

Upper Beeding

We were contacted regarding a car that was parked across the pavement on Saltings Way which was obstructive of pedestrians. We issued a parking alert notifying the owner of the obstruction.

We previously held a poster competition with Upper Beeding Primary school to encourage drivers to make safer parking choices. The posters are in production and should soon be on display.

Fly tipping/littering/graffiti

Graffiti reported by a resident in Castle Way.

Community engagement/events/meetings

This month we have attended the following training sessions:

- DISC (shoplifting reporting system specifically for shops)
- Peoplesafe (our personal safety alarms)
- Prevent (training provided by the counter terrorism team for West Sussex County Council)

We attended a meeting with the whole of the warden scheme to reflect on the recent knife incidents in Horsham town and how this impacts our role. If anyone knows another individual that is carrying a knife for personal safety, this should be reported to the police through 999,101 or anonymously through Crimestoppers.

We organised an event at Horsham District Council promoting the Warden Schemes which was aimed towards encouraging joint working with partnership agencies within HDC. These include the Wellbeing Team, Housing, Environmental Health and others. We were present for two hours on one of the days across the week which was attended each day by all Warden Schemes from across the district.

Steyning

We held our monthly board game café at the Penfold Hall. We have been planning on how to progress the café and what steps to take from January while the renovation is taking place at the Penfold Hall. The café is held on the second Tuesday of the month between 3:15 and 5:15.

If you would like to volunteer to help at the board game café, please contact us on the details at the end of the report.

We visited the Half Term Fun Day event at the Parish Church. We met up with the Youth and Family Worker and discussed working in partnership for the board game café. We have also been planning to expand the café to run an additional session once a month in Upper Beeding.

Unfortunately, we were not able to attend the Halloween Pitstop held at the Penfold Hall, but we were able to lend some games to support the event.

Bramber and Upper Beeding

Nothing to report.

Patrols (foot/visible and car)

Steypning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

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

Upper Beeding

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

Older, vulnerable people and youth

Steypning

We put the entertainment lead of the vintage years club in touch with Ben Applin from West Sussex Fire & Rescue Service, who has kindly agreed to do a presentation to the club. This came off the back of a meeting with WSFR relating to partnership working and promotion of their Safe and Well visits.

Earlier in the year we obtained funding from the Wilson Memorial Trust to convert an unused room in Dingemans into a dedicated games room. We have met with the Manager for Dinegmans and have made progress on the development of this project. We are hoping to have the games room up and running in January.

Bramber

Nothing to report.

Upper Beeding

Horsham District Councils Waste team contacted us regarding concerns they had over a vulnerable couple they discovered when they were collecting the bins. We visited the couple and carried out a welfare check. There were no safeguarding concerns at the time. We have visited again to make sure their situation hasn't changed and will continue to do this. We passed on information about how to stay safe from scams and about the Community Link (fall alarms) service that is run by HDC.

Dog related issues

Steypning

A resident contacted us regarding a dog that had gone missing for an hour while on a walk, but shortly after they were reunited with the dog.

Upper Beeding and Bramber

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

Steypning

Nothing to report.

Upper Beeding

Nothing to report.

Bramber

Nothing to report.

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

Neighbourhood Plan Review

Agenda Item 9.1 - *To consider recommendations from the SPC Neighbourhood Plan Working Party and agree actions as per details and motions set out within supporting papers, in regard to a proposed review of the Steyning Neighbourhood Plan*

Briefing Note

At the last Full Council Meeting members agreed to the following motion:-

*Cllr Young **proposed, seconded** by Cllr Hanson that SPC agree to review their Neighbourhood Plan, and that the initial steps should include holding discussions with the previous SPC Neighbourhood Plan consultant to review and agree the rules, timescales, scope, grant availability and process of any review. **Agreed***

Since that September meeting the working party has met with the consultants and agreed what they needed Squires Planning to produce in order to fulfil the remit of this motion. The consultants duly obliged, and also contacted the HDC planning department to inform them of our intentions to start a review process. The resultant documents are attached as supporting papers 9.1.3 'Briefing Document' which outlines the timetable and scope of the review. Also attached is paper 9.1.4 'The Fee Proposal, dated 25th October' which details costs of not only the work to be undertaken by Squires if we want to proceed, but also ONEIL Homer – specialists in the collation and production of Design Codes. The Working party met once again on the 13th November to review these documents, to assess the way forward, to complete a draft Terms of Reference for the new Steering Committee, and therefore to agree the following recommendations for Full Council to approve.

Recommended motions

1. To agree the new Neighbourhood Plan Steering Committee Terms of Reference, as per drafted in supporting paper 9.1.1, subject to the inclusion of any amendments
2. To agree to pay the squires invoice for the initial consultation as per paper 9.1.2
3. To agree to undertake a Neighbourhood Plan review based upon the SPC N. Plan review 'briefing document' and then strive to achieve to take the review through to its 'adoption' based upon the timetable noted within this document.

Implicit within this agreement would be the following

- i, To agree to reappoint Squires Planning as N. Plan consultants for this task and that the terms of this agreement are set out within their proposal document dated 25th October
- ii, To agree that SPC appoint the consultant approved design code production team, in accordance with their fee proposal {appendices of Doc 9.1.4}
- iii, Noting the anticipated costs as outlined within the Doc dated 25th October from Squires Planning, delegate the Clerk to complete an application for a Locality Grant funding to cover most of the costs of this review
- iv, The approx. cost of the review is going to be in the region of £22K. Taking into account the likely grant which could be obtained – approx. £18K, this means the financial commitment from SPC budget will likely be approx. £4K. Before grant funds are successfully obtained budget will be largely forthcoming from SPC general reserves

For Motion 4 SPC members need to have asked to be put forward as prospective members of the Steering Committee by contacting the Clerk. Then will likely be a vote to decide which 8 members be chosen for the Steering Committee. After this vote there will be separate nominations for Chair and Vice Chair, hence the second part of Motion 4.

Cont. Recommended motions

4. SPC agrees to the following SPC members being on the SPC Neighbourhood Plan Steering Committee are as follows,, then SPC also agrees that Cllr be Chair of this Committee and Cllr be Vice Chair of this Committee

5. To agree that the N. Plan Steering Committee discuss and agree the selection and appointment of 4 resident volunteers to this Committee, and that an advert be placed in the next edition of 'Your Steyning' asking for volunteers to join the Steering Committee and also to promote this advertisement via SPC web site and social media



Steypning Neighbourhood Plan

Steering Committee Terms of Reference

1. Purpose

a, The purpose of the Steering Committee is to review the SPC Neighbourhood Plan, which was originally 'made' in September 2022. This review will prioritise establishing a set of design codes to influence future housing developments within the Parish.

b, The Steering Committee will engage the local residents giving equal consideration to opinions and ideas from all members of the community.

c, It will consider undertaking an independent study to assess the effectiveness of the made (current) neighbourhood plan taking into consideration; relevant policy and legislation, local circumstances and evidence, and also any change in local opinion.

d, The Parish council will need to approve the committee's recommendations, and these will then progress to independent examination and adoption following any agreed amendments stated within the final Inspectors report.

2. Roles and Responsibilities

To achieve this, the Steering Group committee will:

- Engage with external consultants to seek expert guidance. Undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation
- Be accountable for steering and providing strategic management for amendments to the Neighbourhood Plan for Steypning;
- Produce, monitor and update a project timetable; Regularly reporting back to the Parish Council and, if required gaining endorsement for decisions taken; identify sources of funding and seek to maximise funding from external sources; and manage the Neighbourhood Plan budget
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of residents are understood;
- Use all available data to enable the preparation of a set of Design Codes for an amended SPC Neighbourhood Plan

3. Membership

There should be up to 8 Steypning Parish Councillors and up to 4 residents of the local community representing people who live and/or work within the 'Designated Neighbourhood Plan Area'.

4. Delegated Authority

- a.** The Steering Committee has full delegated authority from the Parish Council to deliver its Reviewed Plan to the publication of the Pre-Submission document. Then to ensure it is taken through the examination process and to agree any modifications so that it can be agreed and adopted by Horsham District Council
- b.** Steyning Parish Council will be responsible for an annual budget and for any necessary expenditure in excess of grant funding. Steyning Parish Council will be asked to approve the Submission Draft Amended Plan prior to publication for consultation and independent examination.
- c.** The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken on behalf of the Parish Council. The Parish Council has the authority to dissolve the Steering Committee or to end work on the Steyning Neighbourhood Plan.

5. Meetings

- a.** Steering Committee meetings will take place approximately once a month, and where possible, all meetings should be held within the Parish. The location and dates of future meetings will be made publicly available via the Parish Council website.
- b.** Meetings will be open to the general public where necessary, but the Steering Committee may vote to enter into a Confidential Session when discussing matters of commercial sensitivity or to protect personal information. The participation in the meeting of any members of the public will be regulated by the Chair or Vice-Chair.
- c.** Full Council will elect a Chair and Vice Chair for this Committee to remain in position until the project is completed. However in the absence of both of these individuals for a meeting, the remaining Steering Committee members will elect a Chair for that meeting from its number.
- d.** At least three clear days' notice of meetings shall be sent to members via email. And Minutes will be kept of meetings and circulated minutes to Steering Committee members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website.
- f.** Decisions made by the Steering Committee will be made by majority vote. Each member shall have one vote. A minimum of four steering committee members need to present for the group to be quorate. The Chair shall have one casting vote in any case of an equality of votes.
- g.** The Steering Committee has the responsibility to engage with the local community. Decisions to invite/ engage with representatives from the local community to address Steering Committee meetings will be decided upon at previous meetings and will be at the discretion of, and regulated by, the Chair.

6. Working Groups

- a.** The Steering Committee may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b.** Each working group should have a lead person from the Steering Committee.
- c.** Each working group will have a membership of up to 10 people. If working groups are over-subscribed, members will be selected by the Steering Committee according to their ability to contribute in that topic area.
- d.** Working Groups will make written reports to the Steering Committee on their activities as requested but will not have to publish minutes of meetings, nor will these meetings be open to the public. The Steering Committee will consider and approve the reports from the Working Groups and oversee their activities.

7. Finance

- a.** All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work.
- b.** The Steering Committee has authority to spend on project matters up to £2,000 within their approved budget area.
- c.** Steering Committee members and volunteers from any working groups may claim back any expenditure incurred during any Neighbourhood Plan related work provided that expenditure is pre-approved by the Steering Group and follows the Steyning P.C. authorised expenditure processes.

8. Conduct

- a.** A register of all members of the Steering Committee and any Working Groups' pecuniary and other relevant interests will be kept and will be held by the SPC Clerk for the duration of the plan process, and must be updated where necessary. These will be available for inspection by any resident of the parish on request.
- b.** Any member of the Steering Committee or Working Groups who has a pecuniary interest in any agenda item must declare that interest at the beginning of the meeting, and where there is a pecuniary interest of any prejudicial conflict of interest affecting a member, that member shall withdraw from the meeting while that agenda item is discussed and shall not participate in any vote on that matter.
- c.** Members of the Steering Committee and Working Groups will apply the seven principles of public life whilst also treating everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; And actively promote equality of access and opportunity.
- d.** The Chair of any meeting of the Steering Committee or Working Group will enforce these Terms of Reference, and the SPC Standing Orders. And all members will respect the confidentiality of commercially sensitive or personal information that they gain as part of their role

9. Changes to the Terms of Reference

This constitution may be amended with an agreed motion of the N. Plan Steering committee and with the approval of the Parish Council.



Squires Planning Ltd
The Long Barn
Poplars Place
Turners Hill Road
Crawley
Sussex RH10 4HH

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

Invoice No:
Invoice date: 31 Oct 2024

Payment due by 21 Nov 2024

Project: 0283 Steyning N.Plan Review

Notes: This invoice is for work undertaken on the above project. A breakdown of the fees charged is provided alongside this invoice (see *attach.docx*).

Description	Unit Price (£)	VAT	Amount (£)
Time Based Fees - Initial Work Planning Consultancy Support Attendance at meeting, follow up note, liaison with HDC, and sourcing project team.	826.21	20%	826.21
Reimbursable Expenses - Initial Work Planning Consultancy Support	36.55	20%	36.55
Net Total:			862.76
VAT 20%			172.55
Total:			1,035.31
Payments Received			0.00
GBP Due			1,035.31

Date: 07 November 2024
Our Ref: 0283
Project Name: Steyning Neighbourhood Plan Review

STEYNING NEIGHBOURHOOD PLAN REVIEW – BRIEFING DOCUMENT

This note seeks to brief Councillors on the current state of the development plan, including the Steyning Neighbourhood Plan, before discussing the scope for the review of the Neighbourhood Plan, what this involves and a timetable for the review. This note is accompanied by a fee proposal document setting out relevant consultancy fees.

The Development Plan

The current development plan for Horsham comprises the Horsham District Planning Framework 2015 and the relevant neighbourhood plans.

The Steyning Neighbourhood Plan was 'made' on the 7th September 2022 and provides policies that are material in the determination of planning applications within the parish. It was prepared in accordance with the current development plan for Horsham and in particular the Horsham District Planning Framework which was adopted in November 2015.

Horsham District Council are currently preparing the Horsham District Local Plan 2023 – 2040 (the emerging Local Plan) which is expected to replace the Horsham District Planning Framework once adopted. The emerging Local Plan has been in preparation since April 2018 and the Council expect that it will be adopted in May 2025, however they are slightly behind their timescales. To date, the Council have undertaken an Issues and Options consultation, they have gathered the relevant evidence and undertaken Regulation 18 and Regulation 19 consultations.

Horsham District Council also submitted the emerging Local Plan for examination on the 26th July 2024 with an Inspector being appointed a few days later. The process for examination, following on from an Inspector being appointed, includes an initial assessment of the plan, organisation and undertaking of hearings and a recommendation of main modifications that the Council would make to the emerging Local Plan to ensure that it is sound and legally compliant. Once the wording of main modifications is agreed, the Council may be required to undertake further work on the Sustainability Appraisal and Habitats Regulations assessment as well as public consultation on the proposed main modifications. During this time, the Inspector will work on their report which recommends whether or not the Council can proceed to adopting the plan, but it cannot be finalised until the Inspector has considered the responses to the main modifications consultation. Following issuing the report, the Council may then be able to adopt the emerging Local Plan. More information on the examination process can be found on [Horsham District Council's](#) website.

On the 14th October 2024, the Inspector issued the provisional examination hearing programme for the emerging Local Plan. The hearings are scheduled to take place in the Main Conference Room at Horsham District Council. The programme is as follows:

Week 1: 10-12 December 2024 with 13th in reserve
Week 2: 17-19 December 2024 with 20th in reserve
Week 3: 14-16 January 2025 with 17th in reserve
Week 4: 21-22 January 2025 with 24th in reserve

The full programme is available to view on the [Council's website](#).

Steyning Parish Council have expressed a desire to review the Steyning Neighbourhood Plan now.

Scope of Review of the Steyning Neighbourhood Plan

There are three "levels" of changes that can be made to a neighbourhood plan and each level has its own requirements. The levels are:

- **Minor (non-material)** modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.
- **Material modifications which do not change the nature of the plan** or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.
- **Material modifications which do change the nature of the plan** or order would require examination and a referendum. This might, for example, involve allocating new sites for development.

Whilst we can provide our thoughts on the level of changes required based on the scope of the changes, this would ultimately be determined by the Inspector. Each level has different timeframes and cost implications.

The Steyning Neighbourhood Plan Steering Group met with Squires Planning on the 16th October 2024 to discuss the scope of the review of the neighbourhood plan. Squires Planning provided the Steering Group with two options which were:

- A. A review guided by the Steering Group. This would be progressed if the Steering Group had a firm idea of the extent of the changes desired to the plan.
- B. An independent study which assesses the effectiveness of the made neighbourhood plan taking into consideration relevant policy and legislation, local circumstances and evidence and any change in local opinion. This would have involved a desk-based study, public consultation and the preparation of a report that recommends the exact scope of the plan.

In the meeting, it was determined that the scope of the review would focus on the introduction of design codes through Option B, that would provide succinct guidance for areas of the parish, on the design of new development which could include its scale, massing, materials, form, landscaping etc. This could include focussing on specific sites or wider areas within the parish. This would help to ensure that new development is designed in a way that respects the character of the vernacular, with meaningful input from the community, that would contribute to a strong sense of place.

The Design Codes can either be included as a new policy or a policy around design can be included which refers to the Design Codes as a supplementary document. In our opinion, it is likely that a detailed policy on the Design Codes would be adhered to more strictly in the determination of planning applications than a looser policy which only refers to them.

Taking into consideration of the three levels of changes, we are aiming for the review to fall under material modifications which do not change the nature of the plan. As such, they would require examination but not a referendum. However, this would ultimately be determined by an Inspector.

A neighbourhood plan must be prepared in conformity with the currently adopted development plan. The made neighbourhood plan was prepared in conformity with the adopted development plan. The Steering Group are not proposing substantial changes to the neighbourhood plan that would affect multiple policies, instead they are seeking to add Design Codes which may only include the introduction of one policy. As such, the majority of the neighbourhood plan would continue to be in conformity with the adopted development plan and not the emerging Local Plan. We therefore must ensure that the reviewed neighbourhood plan is adopted before the emerging Local Plan otherwise the neighbourhood plan would no longer be in conformity with the new development plan.

Given the pressing need to review the neighbourhood plan prior to the adoption of the emerging Local Plan, the Steering Group have decided not to utilise locality grant funding to prepare the Design Codes as this process could take many months. Instead, they have decided to commission the Design Codes themselves and have sought fee proposals which are available in the accompanying fee proposal document.

We provide a timetable for the review of the neighbourhood plan below, taking into consideration of the emerging Local Plan examination:

Month	Neighbourhood Plan Review Stage	Emerging Local Plan Stage
October 24	- Steering Group meeting to discuss scope - Collation of fee proposals for Design Codes	Publish provisional hearing timetable
November 24	- Collation of fee proposals for Design Codes - Full Parish Council meeting to confirm neighbourhood plan review (18th November)	
December 24	Preparation of Design Codes	Examination hearings
January 25	- Updating neighbourhood plan - Reg 14 pre-submission consultation	Examination hearings
February 25	- Reg 14 pre-submission consultation - Update neighbourhood plan	Main Modifications Consultation*
March 25	- Submit neighbourhood plan for Reg 16 consultation - Reg 16 consultation	Main Modifications Consultation*
April 25	Regulation 16 consultation	
May 25	Examination	
June 25	- Examination - Main modifications (if necessary)	
July 25	Adoption	Receipt of Inspector's Report*
August 25		Adoption*

* *Estimated based on Horsham District Council's now outdated [Local Plan Review Timetable](#)*

It will be important that the timetable is strictly adhered to, to ensure that the reviewed neighbourhood plan is made prior to the adoption of the emerging Local Plan. We have already approached Horsham District Council with this timeline to make them aware and asked that they support the Parish Council in meeting it.

Should the Parish Council progress with the review, the relevant consultant preparing the Design Codes would be instructed and it will be ensured that the report is prepared as soon as possible in line with the above timetable.

We hope this briefing note provides some important information on the review of the Steyning Neighbourhood Plan. If you have any queries, please do not hesitate to contact us.



Steypning Parish Council

The Steypning Centre
Fletchers Croft
Steypning
West Sussex
BN44 3XZ

25 October 2024

Dear John Fullbrook,

**PLANNING CONSULTANCY SUPPORT FOR A REVIEW TO THE STEYNING
NEIGHBOURHOOD PLAN**

Thank you for inviting Squires Planning to provide a fee proposal to assist with reviewing the Steypning Neighbourhood Plan.

Squires Planning is a specialist town and country planning consultancy providing a full range of professional planning services including consultancy, planning applications, development appraisals, planning policy, landowner advice and much more to the private, public, and voluntary/charity sectors.

We pride ourselves in being a truly independent planning consultancy without any formal ties to other disciplines. This means we always act in our client's best interest and can help select the project team and inputs which are most appropriate for the project.

This letter provides a brief overview of our understanding of the current situation and how we propose to assist with taking this scheme forward.

Overview & Scope of Work

Andrew Metcalfe MPlan MRTPI (Director) and James Halls MPlan (Senior Planner) met with the Parish Council on the 14th October 2024 to discuss the current state of the development plan and whether it would be beneficial to review the Steypning Neighbourhood Plan.

The outcome of the meeting was that the Steering Group expressed a desire to update the neighbourhood plan to include Design Codes through new policy that would provide requirements for the design of new development in specific areas of the parish.

Horsham District Council are preparing an emerging Local Plan which is expected to be adopted in August 2025. They are currently at the examination stage. It is a requirement that neighbourhood plans are prepared in line with the adopted development plan. The current version of the neighbourhood plan was prepared in line with the adopted development plan and therefore as we are only adding one policy, the remainder of the plan is still in accordance with the current

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Squires Planning is the trading name of Squires Planning Ltd. The company is registered in England & Wales with Company Number 11917764.
The registered office is Home Farm, Purley on Thames, Reading, Berkshire, RG8 8AX

development plan. It is therefore crucial that the updated neighbourhood plan is 'made' before the emerging Local Plan is adopted.

This note provides an outline scope of work and likely costs for undertaking the review of the neighbourhood plan. Due to the pressing need to update the neighbourhood plan, the Steering Group have chosen to instruct a consultant to prepare the Design Codes rather than obtaining grant funding and having the Design Codes prepared by AECOM as this could take months to secure. This note also sets out consultancy costs for the preparation of the Design Codes.

This note should be read in conjunction with the Briefing Note which provides more detail on the adopted development plan and the scope of review, alongside a timetable.

We propose that our input be split into the following stages:

Stage 1 - Coordination of Design Codes

First, we will coordinate with the Parish Council and the instructed consultant for the preparation of the Design Codes. This would involve identifying the areas of the parish where Design Codes would be relevant, inputting into the Design Codes to ensure that they reflect the character of the specific area and providing any other feedback through to the final version of the document.

Stage 2 - Update the Plan

We would then update the Neighbourhood Plan to include the Design Codes. This would either be through a direct policy that includes extracts from the Design Code report, or a more generic policy that refers to the Design Codes as a supplementary document. If necessary, we would also update the policies map.

The updated plan will be shared with the Steering Group for any comments with the changes made clear as a tracked change document, alongside a clean version of the updated plan for clarity. The updated plan would progress to Full Council for approval.

Stage 3 - Regulation 14 Pre-Submission Consultation & Update the Plan

The updated plan would be publicised for a 6-week consultation where the community and statutory consultees, including Horsham District Council, will be notified and would have the opportunity to comments on the changes.

Following the consultation, we would work with the Steering Group to make any necessary amendments to the plan before it can be submitted for examination.

Stage 4 - Regulation 16 Consultation & Examination

As we are making material modifications to the plan, the updated plan would need to be submitted to Horsham District Council who would undertake a Regulation 16 Consultation and an Examination would follow.

Stage 5 - Making of the plan

The Examiner would prepare a report which determines whether the material modifications would affect the nature of the plan and if another referendum is required before it comes into force. They may also recommend that main modifications to the plan that should be made before it can come into force. If referendum is needed, this would be arranged by Horsham District Council. If it doesn't, the plan will be 'Made' by Horsham District Council.

Project Team

James Halls MPlan (Senior Planner) would be your principle point of contact and project lead at Squires Planning. He would be supported by Andrew Metcalfe MPlan MRTPI (Director) as required. We also have a network of other professionals who we are able to draw on if needed.

Anticipated Costs

We set out below estimated time allowances and budgets for each stage of work set out.

Stage	Notes	Time (Days)	Est. Total (£)
1 - Coordination for Design Codes	Working with the Steering Group and instructed consultant to prepare Design Codes.	2	1,156
2 - Update the Plan	Update the neighbourhood plan to include a new policy on Design Codes, any other minor tweaks and updating mapping. Updated plan would be shared with the Steering Group for comment before it would proceed to Full Council for approval.	6	3,468
Stage 3 - Regulation 14 Pre-Submission Consultation & Update the Plan	Preparation of report which summarises the responses to the consultation and advice on the changes to the plan that could be made. The plan would then be updated in line with the comments received from the consultation.	4	2,312
Stage 4 - Regulation 16 Consultation & Examination	We would then prepare the statutory documents which includes: • Draft revised neighbourhood plan • Updated Basic Conditions Statement • Updated Consultation Statement • Statement of Changes • Strategic Environmental Assessment Screening Statement All documents would be submitted to Horsham District Council for Reg 16. This includes consultancy support through the examination process and assumes that no hearing is required by the Examiner.	8	4,624

Stage	Notes	Time (Days)	Est. Total (£)
Stage 5 - Making of the plan	Allowance for general assistance updated the plan following Examination in line with Examiner's Report.	2	1,156

For the scope of work above, we anticipate that our fees would be £12,716 excluding reimbursable expenses and VAT.

Unless otherwise stated, work undertaken by Squires Planning would be chargeable at our discounted day rates which apply for the preparation of neighbourhood plans. Our day rates to assist with neighbourhood plans at the time of writing are:

Director	£ 750 / day
Associate Planner	£ 650 / day
Principal Planner	£ 578 / day
Senior Planner	£ 578 / day
Planner	£ 562 / day

Invoices would be raised monthly in arrears for work undertaken in that month.

For the avoidance of doubt, all costs set out in this section exclude reimbursable expenses and VAT unless otherwise stated.

Our Fees

As a company, and professionally, we want to support communities to prepare their neighbourhood plans and therefore offer discounted rates to enable our fees to be covered by Locality grants where they are available.

Invoices are raised monthly in arrears for work undertaken in that calendar month and are calculated hourly based on time spent on the project. Accordingly, if volunteers or Council staff are able to undertake some of the work our fees would reduce.

Other Costs

The Steering Group have determined that in the interest of time, they would instruct a consultant to prepare the Design Codes.

We have obtained quotes from several consultants and the most competitive is Oneil Homer who's fee is £8,000 plus £120 for a site visit and £295 to host the Design Codes online for three years (all fees excluding VAT). Their fee proposal is in Appendix 1.

Grant Funding

As you plan on incorporating design codes, you are eligible for the basic grant of £10,000 and a further additional grant of up to £8,000.

This information is based on our understanding of the grant system having worked with numerous other neighbourhood planning groups. However, the Parish Council should make their own enquiries with Locality to confirm that this grant money will be available to them, and we take no responsibility for any errors in the above information regarding available grants.

Conclusion / Final Remarks

We trust that this proposal provides a useful overview of the work involved to undertake a review of the neighbourhood plan and likely costs. We look forward to hearing from you and if you have any queries, please do not hesitate to contact us.

Yours sincerely,

Andrew Metcalfe
Director | MPlan MRTPI

APPENDIX 1 – ONEIL HOMER FEE PROPOSAL

From:
Sent: 23 October 2024 11:02
To: Andrew Metcalfe
Subject: Re:

Morning Andrew,

I'm mostly out of the office today and tomorrow, but back at my desk on Friday.

I can see there is a Conservation Area Appraisal from 2018. Any other evidence available as a starting point? It would also be useful to know whether any particular issue/s has motivated the desire for a Design Code.

It is not ideal to prepare a Design Code without some informal consultation but doable. Assuming the scope of the Design Code is going to be focused and not one that seeks to deal with anything and everything, then we ought to be able to fit in a Design Code by the end of the year.

Scope of works:

1. Initial meeting – to review existing evidence base and explore scope
2. Day visit – a walk and drive around the Parish accompanied by team members
3. Analysis report – for team approval (normally used for informal engagement but in this case can be to seek feedback from team members)
4. Design report – adding specific design guidance/coding to the analysis report for team approval to form part of the NP for its statutory consultation
5. Final Design report – modified as instructed by team members to respond to respond to comments made during the consultation period for submission alongside NP

This scope provides for four meetings (which can be held online) plus the day visit. We would also need to build an image gallery with the team.

We produce digital design codes and so the analysis report and code with accompanying mapping are prepared mainly for online viewing. The relevant electronic pages can be saved as pdf 'print outs' for those unable to use content online. Most of our codes remain in production and not yet ready to be published but to give you an idea it would adopt a similar format to the Joint Local Plan consultation held by the Vale and South Oxfordshire
<https://storymaps.arcgis.com/collections/0800110888a74af0be683d8fc20eac2f>. A series of tiles for each 'chapter' and map/image focussed.

The fee for this scope of works is £8,000 + VAT plus a charge of £120 + VAT for the day visit and a fee of £295 + VAT for hosting the Design Code online for three years. Future estimates will largely depend on our provider's increase in the annual subscription rate. We would invoice at the end of stages 2,3,4 and 5.

Kind regards

Leani

Leani MSc UP BSc (Hons) Psych CiLCA
Planning Director

ONH

Planning for Good

The Office
Merriscourt
Chipping Norton
Oxfordshire OX7 6QX



SPC Action Plan for 2024/25

Updated 10th Nov. '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

SPC Standing Orders Draft amendments

Item 9.3

Briefing Notes

Please see below in red suggested amendments to Section 4 of our SPC Standing Orders. This allows for the incorporation of the reformed Neighbourhood Plan Steering Committee, plus some suggested amendments to quorum numbers for two other Committees, to help avoid having to cancel future committee meetings

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, which will include the following standing committee and maximum membership of each

Community Committee – 9 Councillors with a quorum of ~~5~~ 4 Councillors

Planning and Premises Committee – 8 Councillors with a quorum of 3 Councillors

Neighbourhood Plan Steering Committee – ~~4~~ 8 Councillors and ~~8~~ 4 Unelected members with a quorum of 5 members

Finance and General Purposes Committee – 9 Councillors including the Chair of the Council, Chair of Community and Chair of Planning and Premises. With a quorum of ~~5~~ 4 councillors.

- i. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- ii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

- iv. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
- v. shall, after it has appointed the members of a standing committee, appoint the chairman and Vice-Chairman of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee **(see above)** and a sub-committee which, ~~in both cases,~~ shall be no ~~less-~~ fewer than three; ~~but five in the cases of Finance and General Purposes Committee and the Neighbourhood Plan Steering Committee.~~
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.



Steypning Scheme of Delegation

To avoid Full Council having to make every decision the Council Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively, with decision making powers being given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Groups.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adoption of or, changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Appointment of Standing Committees, their Chairs and Vice-Chairs.
- 1.7 Appointment of Council representatives to outside bodies.
- 1.8 Appointment of the Clerk and Deputy Clerk of the Council.
- 1.9 Receive and adopt the minutes of committees and to consider and approve any recommendations.
- 1.10 Approval of payments by committees for any single expenditure item over £5,000. *(See Appendix 1 – 4.1 Financial Regs)*
- 1.11 Consider, **review** and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
The review process being undertaken by a Steering Committee which has its own terms of reference – these having been approved by Full Council
- 1.12 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

Committees are given decision-making powers in respect of specific matters delegated by Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may only 'resolve' those matters within their delegated powers, making 'recommendations' to Council on all other matters. Committees may decide not to exercise delegated responsibilities and instead make a 'recommendation' to the Council.

2.1 All Committees

2.1.1 Power to create working parties and sub-committee, with power to appoint councillors and/or members of the public to either, and to appoint officers to working parties but not to sub-committees

2.1.2 Appointment of Councillors to Working Groups by the Chair and Vice-Chair of the committee and the appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality agreements consistent with those required of Councillors.

2.2 Finance, General Purposes Committee

All matters (except for creating Council Policy) relating to:

2.2.1 Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1

2.2.2 Review of budget position

2.2.3 To recommend and oversee the Council's Reserves policy.

2.2.4 Consideration of annual budget request from all standing Committees for recommendation to Council and to recommend to Council the precept for next financial year

2.2.5 Approval and award of grants and donations.

2.2.6 Ensure the Council meets its obligations to HMRC

2.2.7 Approval of expenditure within the budget set for the committee up to a limit of £5,000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per 4.1 of the financial regulations, see appendix 1.

2.2.8 Monitor the availability of section 106 and CIL Funds and make recommendations to Council on non-Council applications for S106 and CIL Funding

2.2.9 Consider and agree recommendations to Council on action to all Internal & External Audit reports

2.2.10 Approval of Risk management strategy and review annual insurance policies.

- 2.2.11** Review and agree all contractual matters regarding leases on the buildings owned by the Council or, land owned by the Council on which buildings are situated.
- 2.2.12** Review annually the Council's Fixed Asset Register and ensure that insurance cover is adequate.
- 2.2.13** Oversee all maintenance contracts and where necessary make recommendations to Full Council.
- 2.2.14** Review and make recommendations to Council on Standing Orders, all policies and protocols and other legal, administration or accounting matters.
- 2.2.15** Oversee the Council's media
- 2.2.16** Neighbourhood Wardens
- 2.2.17** Less specifically, to deal with any matter that it would serve to benefit the Council, by this committee making decisions related to Steyning Parish Council Finance and Governance that have not already been stated above, and as per agreed to be placed on an Agenda by the Clerk and the Committee's Chair.
- 2.2.18** To delegate authority to the Proper Officer actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper officer reports back to the Council on what actions have been taken on its behalf.
- 2.2.19** Matters specifically delegated by the Council or, any other committee

2.3 Community Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.3.2** Review and submit an annual budget to the F&GP committee
- 2.3.3** Oversee the committee's annual budget
- 2.3.4** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.
- 2.3.5** Review and make recommendations to F&GP on contracts pertaining to the grass cutting of the playing fields and open spaces, the street cleaning and bin emptying in the High Street and the Memorial Playing Field.

- 2.3.6** Oversee the management and maintenance of the playing fields, Allotments and open spaces under the ownership of the Council and oversee the Public Rights of Way
- 2.3.7** Oversee in liaison with the Tree Warden the management and maintenance of all trees and hedgerows on Council Land.
- 2.3.8** Oversee the management of land, MPF Car Park and Changing rooms and other resources and oversee all matters concerning these premises including letting, maintenance, cleaning and Health and Safety.
- 2.3.9** Oversee the maintenance of all play areas and fitness/outdoor gym areas.
- 2.3.10** Report to and liaise with WSCC on strategic local highway matters and flooding (These matters not being the responsibility of Steyning Parish Council)
- 2.3.11** Oversee the maintenance of Council (SPC) owned street lighting and to liaise with HDC over the operation of all HDC owned car parks and to oversee all other parking issues.
- 2.3.12** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.3.13** Less specifically, to deal with any matter that it would serve to benefit the Council, by this committee making decisions, related to Steyning Parish Council's Land Assets, the Parishes' other open spaces and public rights of way / Highways (in so far as it is able to do so) or Council assets which are not held within buildings such as Street furniture, and that have not already been stated above, and as per agreed to be placed on an Agenda by the Clerk and the Committee's Chair.
- 2.3.14** Matters specifically delegated by Council or, any other committee.

2.4 Planning & Premises

All matters (except for creating Council Policy) relating to:

- 2.4.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.4.2** Oversee the Committee budget and review and submit an annual budget to the F&GP committee
- 2.4.3** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.

- 2.4.4** Planning applications, making representations on all planning consultations, and making representations on all applications for public entertainment licences or liquor licences.
- 2.4.5** Tree works applications.
- 2.4.6** All other planning or highway matters the Parish Council is consulted on.
- 2.4.7** Review of the Steyning Area Conservation Character Appraisal; ensuring that development is in accordance with national or, local Conservation Area Requirements, and seeking additional protection as appropriate.
- 2.4.8** CCTV management, maintenance and renewal
- 2.4.9** Oversee all matters concerning premises owned by Steyning Parish Council including letting, maintenance, Health & Safety, staffing and cleaning.
- 2.4.10** Matters specifically delegated by Council or, any other committee.
- 2.4.11** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.4.12** Less specifically, to deal with any matter that it would serve to benefit the Council, by this committee making decisions related to Parish Planning and Steyning Parish Council Premises/ Assets, that have not already been stated above, and as per agreed to be placed on an Agenda by the Clerk and the Committee's Chair.

Personnel Committee recommendation concerning nationally agreed pay award

Briefing Note

On the 13th November at 3pm our Personnel Committee met to discuss a number of staff related issues – as per noted below:-

7.0 STAFFING MATTERS *{Supporting papers}.*

7.1 Staff Appraisal and Probationary Period Completion notifications

7.2 Staff Salary increase agreements – *To discuss & agree the proposed increases to staff salaries /wages and hourly rate increases in line with NALC agreements and that of the government, for recommendation to Full Council.*

7.3 SPC Staff Structure – *To begin considering options, to ensure the Councils long term aspirations are achievable*

7.4 Social Media communications – *To discuss and agree any recommendations concerning some recent behaviour*

Under item 7.2 members discussed the agreements recently having been made by, and with, the National Association of Local Councils {NALC} concerning Pay Grades within the Local Government Sector {as from April 1st 2024}, and by the Government in regards the National Minimum Wage {as from 1st April 2025}.

These agreements affect the SPC Salaried Staff {currently Clerk and Deputy Clerk} – NALC Pay Grades; and everyone else is affected by the rise in minimum wage, other than the new Lead Youth Worker who is on a different Youth service-related pay grade.

Specifically this item is in open session to inform residents as to the nature of these increases, but the details of how they affect individuals are due to be approved within this meetings' confidential session.

NALC Agreements-

- *With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.*
- *With effect from 1 April 2024, an increase of 2.50 per cent on all pay points above 43.*

Govt. Agreement- From 1st April 2025 there will be a 77p, or 6.7 % increase to the National Living Wage (Minimum Wage) for those aged 21 and over (from £11.44 to £12.21 per hour)

Members to consider please –

The Personnel Committee agreed to recommend SPC agree to increases in Salary as per the new NALC pay scales with effect from April 1st 2024, and to the associated back pay.

Personnel Committee agreed to recommend to SPC that the Minimum Wage increase is also accepted, in so far as it relates to the salary received by other part-time members of staff

The finer details of specific cases are to be dealt with within confidential session



Unacceptable Behaviour Policy

1.Introduction

1.1 This policy sets out the Council's approach to dealing with unacceptable behaviour by members of the public

It is anticipated the application will be minimal. However, the Council has a duty to safeguard its employees from unacceptable behaviour. It will similarly protect its councillors

2.Policy Aims

2.1 SPC aims to:

2.1.1 Deal fairly, respectfully and consistently with all. Employees of the Council and its councillors have the right to expect this to be reciprocal.

2.1.2 Manage an individual's contact with SPC's employees and/ or councillors where it is considered that a person's behaviour or actions are unacceptable.

2.1.3 Ensure that employees and councillors each enjoy the same level of protection.

3.Definition

3.1 Unacceptable Behaviour

3.2.1 This includes the use of language (oral or written - including on social media) or behaviour that may cause employees or councillors to feel afraid, threatened, abused, bullied or the subject of harassment. Examples include threats, physical aggression, abuse, rudeness and the use of insulting and offensive remarks. Untrue or inflammatory statements and unsubstantiated allegations can also be abusive behaviour.

3.2.2 The Council has a zero-tolerance policy with regards to racist, sexist, ageist, homophobic or other prejudicial conduct related to 'protected characteristics' as defined in accordance with the Equality Act (2010).

4. Managing Unacceptable Behaviour

4.1 A person should almost always be given an opportunity to rectify their behaviour.

4.1.1 Employees or councillors should explain (through a third party if necessary) that they find someone's behaviour or language unacceptable and allow the person a chance to remedy, moderate or change the behaviour.

4.2 If the behaviour continues, employees and councillors should:

- End telephone calls if the caller is considered aggressive, abusive or offensive.
- Report the matter to the Clerk to decide whether the police need to be contacted or to consider how to manage contact with the person.
- Refuse to meet with someone/take a telephone call
- Block an email address
- Ask the person to leave the premises.

4.3 It may be appropriate to manage an individual's contact with the Council. This is a very serious step. Accordingly, the Policy must not be implemented by the Clerk without first consulting with the Chairman of the Council and in most cases securing a formal resolution from the F and GP Committee.

4.4.1 After proper consultation, the Clerk may be authorised by the F and GP Committee or Full Council to write to the perpetrator advising them of the way(s) in which contact with employees and/or councillors will be restricted. The perpetrator will be advised of the period the restriction(s) will be in place - which in exceptional cases may be indefinite.

4.4.2. The following are examples of possible restrictions. The list is not exhaustive:

- Restricting telephone calls to specified days/times/duration.
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Requiring contact to take place with one named member of staff or councillor only.
- Requiring contact to take place in a specified process or manner, for example, only by telephone, only by email, or only by letter.
- Informing the perpetrator that the Council will not reply to or acknowledge any further contact from them on the specific topic (in this case, a designated member of staff should be identified who will read future correspondence).
- Restricting the perpetrator from making contact by telephone except through a third party, for example, a solicitor, a councillor or a friend acting on their behalf.
- Restricting the perpetrator from sending emails to an individual and/or all council officers/councillors and insisting they only correspond by letter or in an identified way.
- Restricting the perpetrator from using certain council's services, for example The Steyning Centre or Council owned open spaces such as allotments.
- Restricting the perpetrator from entering any Council building except by appointment.

4.4.3 Where restrictions are not complied with or where the behaviour may threaten the immediate safety and welfare of others the Council may report the matter to the police or take other safeguarding action including proceedings in the civil courts. In such cases the Council may not give the perpetrator warning of the action to be taken.

5. Appealing and Reviewing a Decision to Manage Contact

5.1 It is important that a person has an opportunity to appeal a decision to manage contact. Any appeal should be made in writing to the Clerk. The appeal should be made within ten working days of the decision to manage contact unless there are exceptional circumstances as to why an appeal cannot be raised within this timeframe. The procedure to be adopted thereafter will be the same as the review procedure in the SPC Complaints Policy and will be undertaken by a panel of councillors.

5.2 A decision to manage contact may be reconsidered if the perpetrator demonstrates a more acceptable manner or if the circumstances that led to the original decision have changed.

Last Reviewed by Working Practices Group

4 June 2020

Adopted by SPC Full Council 20th May 2024