

Warden Monthly Report

July 2022

Patrol hours (foot and vehicle) TOTAL:	72	ASB incidents TOTAL:	9
Foot patrol TOTAL:	33	Noise	1
Foot (high visibility) – Steyning	18	Neighbours	1
Foot (high visibility) – Bramber	5	Driving/vehicles	0
Foot (high visibility) – Upper Beeding	10	Bikes	0
Vehicle patrol TOTAL:	39	Alcohol 1/drugs 2	4
Vehicle patrol - Steyning	19	Public order	3
Vehicle patrol - Bramber	7	Clear up/disposal reports TOTAL:	6
Vehicle patrol - Upper Beeding	13	Fly tipping / flyposting	1
Notices/warnings TOTAL:	4	Graffiti	1
Fixed Penalty Notice	0	Dog fouling	1
Yellow card warning	0	Litter	1
Community Protection Warning/Notice	0	Drug litter	2
Parking alert	4	Hazards	0
Police reports TOTAL:	18	Community events attended	0
Phone (including 101 and 999)	0	School contact/engagement	1
Email	6	Reports to DVLA	4
Intelligence report	2	Reports to Operation Crackdown	3
E-CINS (multi-agency reporting)	0	Admin	28
Verbal	10	Visits to vulnerable people (all ages)	15
		Signposting	0
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

A further two incidents were reported relating to Anti-Social Behaviour in the Bus Shelter at midnight/early hours of the morning.

A report the police has been submitted by a resident relating to youths throwing items at passing vehicles in Shooting field on the 4th July. We will try to obtain any further information with any descriptions from our local P.C.S.O.

We have had reports of a repeat of noise nuisance by a resident of Chancton House. Police have carried out a visit and words of advice have been given.

Bramber –

Nothing to report

Upper Beeding –

A resident reported that somebody is regularly sitting on the bench in Hyde Square smoking cannabis, we have increased our patrols in response.

There was a report of bullying at the Skate Park in Small Dole. We have increased our patrols in the area.

We have received reports from the Defibrillator trustees that the site at Hyde Square has been graffitied and that there are cigarette burns to the interior. We will continue to monitor the area along with the P.C.S.O.s who also have been alerted.

The children's playpark in Small Dole has been graffitied. The tags found there are the same used in recent attack on the skate park. We will engage with skaters to see if we can find the names of the authors.

A syringe was found outside the Sports Hall on the Upper Beeding Recreation Ground. I have advised the properties manager on safe disposal.

Fly Tipping

Steypning –

Tipping of household waste reported for clearing – Steypning Bostal

Bramber-

Nothing to report.

Upper Beeding-

Nothing to report.

Parking

Steypning –

2 parking alerts issued to a vehicle in Tanyard Lane

Upper Beeding

2 x Parking alerts issued Salting Way

Bramber

None

Community engagement/events/meetings

Elderly and Youth

Continuation of regular visits to vulnerable people known to us across the parishes.

Increased contact and support at the youth clubs.

Licensing

None

Dog related issues

A resident contacted us to alert us to a dog fouling issue. We have increased our patrols in the area.

We have contacted a resident from small dole to assist in preventing problems with dog fouling on the footpath leading to the Downs. We have promised regular patrols and signage. Signage is now in place.

Warden Monthly Report

August 2022

Patrol hours (foot and vehicle) TOTAL:	40	ASB incidents TOTAL:	2
Foot patrol TOTAL:	22	Noise	1
Foot (high visibility) – Steyning	12	Neighbours	1
Foot (high visibility) – Bramber	2	Driving/vehicles	0
Foot (high visibility) – Upper Beeding	8	Bikes	0
Vehicle patrol TOTAL:	20	Alcohol 1/drugs 2	1
Vehicle patrol - Steyning	9	Public order	0
Vehicle patrol - Bramber	2	Clear up/disposal reports TOTAL:	2
Vehicle patrol - Upper Beeding	9	Fly tipping / flyposting	2
Notices/warnings TOTAL:	1	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	0	Drug litter	0
Parking alert	1	Hazards	1
Police reports TOTAL:	6	Community events attended	0
Phone (including 101 and 999)	0	School contact/engagement	0
Email	3	Reports to DVLA	0
Intelligence report	0	Reports to Operation Crackdown	0
E-CINS (multi-agency reporting)	0	Admin	15
Verbal	3	Visits to vulnerable people (all ages)	5
		Signposting	0
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

I received a report of youths gathering in the Bus Shelter and playing loud music after 11pm. This information has been passed onto the local P.C.S.Os and Police. We would encourage all residents who experience and witness this ASB to report it to the Police.

Following information received about a planned party on the Downlands I partnered up with Two P.C.S.Os and patrolled the area. Fortunately, we did not come across any groups and had no calls in relating to any ASB the following day.

I received a call from a resident concerning a missing drain cover which was a potential hazard. I placed large Cones around the area and submitted a report to West Sussex County Council.

Bramber –

I received a report that there was a strong smell of cannabis lingering in the public toilets in Bramber. I will increase foot patrols in the area.

Upper Beeding –

I received a report of additional graffiti on the Skate Park at Small Dole.

I received a report of two young males throwing apples at other youths on the recreation ground

Fly Tipping

Steyping –

Builders' rubble Steyping Bostal. Report sent.

Bramber-

Nothing to report.

Upper Beeding-

Nothing to report.

Parking

Steyping –

Nothing to report

Upper Beeding

1 parking alert issued Hyde Lane

Bramber

Nothing to report

Community engagement/events/meetings

I delivered a food parcel to a resident in Upper Beeding who was in urgent need.

I had a meeting with a representative of Horsham District Council Health and Well being team to discuss joint initiatives and partnership working.

Elderly and Youth

Nothing to report.

Licensing

Nothing to report

Dog related issues

Nothing to report.

Warden Monthly Report

September 2022

Patrol hours (foot and vehicle) TOTAL:	65	ASB incidents TOTAL:	10
Foot patrol TOTAL:	30	Noise	3
Foot (high visibility) – Steyning	16	Neighbours	0
Foot (high visibility) – Bramber	4	Driving/vehicles	1
Foot (high visibility) – Upper Beeding	10	Bikes	0
Vehicle patrol TOTAL:	35	Alcohol 1/drugs 2	4
Vehicle patrol - Steyning	17	Public order	2
Vehicle patrol - Bramber	6	Clear up/disposal reports TOTAL:	8
Vehicle patrol - Upper Beeding	12	Fly tipping / flyposting	3
Notices/warnings TOTAL:	7	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	2
Yellow card warning	0	Litter	3
Community Protection Warning/Notice	0	Drug litter	0
Parking alert	7	Hazards	0
Police reports TOTAL:	14	Community events attended	0
Phone (including 101 and 999)	0	School contact/engagement	0
Email	5	Reports to DVLA	3
Intelligence report	1	Reports to Operation Crackdown	2
E-CINS (multi-agency reporting)	0	Admin	33
Verbal	8	Visits to vulnerable people (all ages)	13
		Signposting	6
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

A resident contacted us in relation to a man playing loud music in the bus shelter at 8am on a Monday morning. There have also been other incidents relating to the same individual. We have alerted local PCSO to pay passing attention and advised the resident to contact us when this is happening as we will speak to him & ask him to turn the music down/leave the area.

We intervened with a loud group of young people at the bench on the MPF near the basketball court who were drinking alcohol and possibly smoking cannabis. There were 6 members of the group aged between 16 & 18. We confiscated alcohol from those drinking under the legal age and monitored their behaviour. They left the area and headed towards the Rifle Range.

Words of advice given to owner of articulated lorry causing obstruction in Roman Road. Many residents were raising their concerns about the positioning of the vehicle as it could cause an accident. The owner complied and moved the vehicle.

Engaged with a group of young adults drinking in the Play Park in Fletchers Croft. We checked ID & they were 18+. We did however ask them to leave the Play Park due to issues in the past with smashed bottles. The group complied and left the area.

A resident contacted to alert us to some Anti-Social behaviour taking place in the Play Park at Chandlers Way. Unfortunately we were not on duty when contacted but have factored the area into our regular patrols to deter ASB.

We were called by a resident in Kings Barn Lane who had eggs thrown at their house. This has happened three times so we visited for reassurance & agreed to monitor the area at key times when this has been happening.

Bramber –

Nothing to report

Upper Beeding –

We were alerted to suspect drug dealing around the back of NISA. CCTV footage received and forwarded to the police. We increased our patrols in response but have been regularly patrolling NISA due to ongoing issues with shoplifting.

Fly Tipping

Steypning –

Fly tipping, Steypning bostal

Bramber-

Fly Tipping Bramber roundabout.

Upper Beeding-

Nothing to report.

Parking

Steypning –

2 parking alerts issued

Upper Beeding

4 Parking alerts issued

Bramber

1 parking alert issued

Community engagement/events/meetings

We attended the Skate Jam fundraiser.

Steering Group Meeting

Refresher training on CSAS, Adult & Children Safeguarding & Corporate Governance.

Elderly and Youth

We were alerted to the presence of an elderly homeless man sleeping in the Bus Shelter. We spoke with the Church Warden & engaged with the man, he left the area after 2 days.

Continuation of regular visits to vulnerable people known to us across the parishes.

Continued support of youth clubs.

Licensing

None

Dog related issues

None Reported

Section 3 - External Auditor Report and Certificate 2021/22 - INTERIM

In respect of

Steyping Parish Council

1 Respective responsibilities of the body and the auditor

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

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

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

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

2 External auditor report 2021/22

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

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

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

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2021/22

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

We do not certify completion because:

We must complete our review work before we are able to certify completion and discharge our responsibilities.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'Moore'.

Date

28/09/2022



MULBERRY & CO

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& Chartered Tax Advisors

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Our Ref:

Mr J Fullbrook
Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
West Sussex
BN44 3XZ

08 August 2022

Dear Mr Fullbrook,

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at www.accaglobal.com.

1. Period of engagement

- a. This letter is effective for accounting periods ending on or after 31st March 2023. (The 2022/23 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the Council and Internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.
 - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.

- iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
 - iv. Sign off the Annual Governance and Accountability Return (AGAR) as internal auditors.
- d. We have a professional responsibility to report if the financial statements do not comply in any material respect with applicable accounting standards, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
- i. whether the departure is required in order for the financial statements to give a true and fair view; and
 - ii. whether adequate disclosure has been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of Audit

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. Any such report may not be provided to third parties without our prior written consent. Such consent will be granted only on the basis that such reports are not prepared with the interests of anyone other than the council in mind and that we accept no duty or responsibility to any other party as concerns the reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with you. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law

or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any material event occurring between the date of our report and that of the Annual Meeting which may affect the financial statements.
- h. We appreciate that the present size of your council renders it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In the running of your council we understand that the officers are closely involved with the control of the council's transactions. In planning and performing our audit work we shall take account of this supervision.

4. Electronic Publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We shall contact you by telephone or email prior to each year-end for preliminary discussions concerning the audit.
 - ii. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - iii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iv. We shall of course contact you on a regular basis regarding both audit and other matters.
 - v. Our report will be issued in .Pdf format via a secure server, to which only the clerk has password access

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT and the standard applicable rate.
- b. Our fees for the 2022/23 council year are £60 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel
- d. Our fees are payable on presentation of invoice.

9. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,

Mulberry & Co

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

DIGNITY AT WORK POLICY

Steyning Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Steyning Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Steyning Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by Clerks and all employees engaged to work at Steyning Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Steyning Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Personnel Committee

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Steyning Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.



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Steyping Parish Council

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			Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited Term: 01/09/22 - 31/08/23	Premium	5,797.10	6,567.75
		Insurance Premium Tax	695.65	
		Total Fees	75.00	
TOTAL				6,567.75

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Steering Group minutes - Steyning, Bramber and Upper Beeding Wed 14th September 2022

Present:-

John Fullbrook – Steyning Clerk

Celia Price – Upper Beeding Clerk

Cllr Jill Cannon – Upper Beeding

Apologies:-

Cllr Goldsmith – Steyning

Cllr Alexander – Steyning

Bramber PC

Wardens report and matters arising

JF mentioned the bus shelter issue in Steyning High St. They are looking at options and appreciate that the Henfield shelter shutter has been damaged. PC discussed ASB at the bus shelter and the reported smell of cannabis from the toilets there. PC also updated re the ASB in the Hyde Square area and the Nisa store. PC and MP are fully aware and working with the Police on this. JC queried Hyde St park as a potential for ASB and young people. Paul and Mike to patrol. JC queried an incident on the report re suspicious vehicles. PC updated the details surrounding this. PC was also able to update that the Downland Scheme is looking for a youth worker to help engage with YP at the Rifle Range and Flint Barn to discourage ASB.

Parish Council priorities.

Members commented again on the continued need for hi vis within the parishes which will continue – especially at key places and key times. It was also discussed for MP and PC to attend:-

The Upper Beeding hub monthly – probably on a Tuesday to offer support and promote the scheme as a regular ‘surgery’ type event.

The Steyning Farmers Market monthly as regular surgery.

The Repair Café when it is on.

To put an article into yourmag.co.uk which covers all 3 parishes monthly – **MP to action (there had been a delay to this previous action due to sickness within the team and the editor of the magazine being on holiday). We hope to resume this for the November edition. MP and PC will continue to highlight the scheme on social media.**

HDC Priorities

CB discussed the cost of living crisis and PC mentioned that he had been in contact with a Cllr who wished to take this forward. I advised that our Community Development team was looking into this also so PaulC to arrange a joint meeting to discuss this. HDC is looking into “Warm Hubs” throughout the winter and more information will be forthcoming with what that will look like. It is expected that Wardens will play a crucial role in this.

AOB

CB discussed steering group representation and asked if it would be more feasible to have one member of the SG attend the meetings to keep numbers more manageable. There would still be 2 Cllrs and the Clerk as part of the SG but only one to attend the meetings. Members said they would take this forward.

CB asked if the parishes could ensure that they advise their Wardens of upcoming yearly events so that they can plan ahead.

JF mentioned whether to reignite the Local Action Team for Steyning. It was suggested that it be trialled for 6 months to see how it would work. CB mentioned that LATs had closed in other parishes where there were Wardens as they had taken on that role. CB also mentioned the GDPR concerns around sharing of sensitive information within a LAT that has no formal information sharing agreement.

JF asked if there had been any update on the reciprocal working between Warden parishes that was discussed at the last meeting. CB confirmed that section 2.1 of the Warden agreement states that HDC has full operational control of its staff so if there is the need to ask Wardens to help out elsewhere, we will do so. This will, of course, be done in conjunction with the parishes and will usually be the exception rather than the rule.

It was mentioned that SGS has taken on a pastoral support lead as of Oct 2022.

Next meeting was set for 3.30pm Wednesday 14th December 2022 at the Steyning Centre.

Greening Steyning Update July 2022 - SPC Climate Action Group

The following are notes from the SPC Climate Action Group meeting on the 20th July @ 6pm. In attendance Geoff Barnard, Richard Bell, Liz Graves and John F as Clerk

Table of items discussed and notes resulting from agenda items :-

Homes & Energy	- Home Energy Helpdesk now running monthly, offering practical advice on home retrofit. Focus this autumn is on promoting new Warmer Homes Scheme for low-income families. <i>Discussed and agreed this scheme would benefit from more council supported promotion</i> - Possible Solar panel installation at Huddleston. <i>Discussed and thought that new planning application with reduced area might be a better solution and especially as the move from 50 to 20 mega watts allows for local line into the existing grid rather than new and disruptive ground works/excavations {which would allow for electricity to be transported to Bolney substation}.</i> <i>Would it specifically support Steyning residents? – It would go into mains grid but in terms of numbers (electricity obtained against parish usage) is likely to help Steyning Parish to become self-sustainable – if you include electricity generated via the anaerobic digester.</i> <i>Poor productivity of existing land use means that if sheep are introduced as well then land perhaps has dual benefit</i> - Gearing up to provide full support for the Adur Valley Solar Farm scheme at the HDC Planning Meeting in August. <i>Greening group will be supporting amended plan submission – 20/25% smaller than the last plan, plus more screening seems a good final compromise</i> - Solar panels & battery being installed at Beeding Village Hall this week. <i>Payback period for panels approx. a year and dropping fast with rising electricity prices – group discussed possible additional locations for panels within SPC sites, perhaps additional installation could be forthcoming at the Steyning Centre</i> <i>Need to ensure utilising any funding opportunities that maybe available from HDC or Govt. It was noted there was a current application from SPC for £5 K pending from HDC climate funds</i> <i>There was an open day at Beeding V Hall on the 13th August with those attending invited to be there. – It included the promotion of a solar powered Cafe installation</i> <i>Geoff to send through funding proposal application as it tells the story and might help with a future SPC application</i> <i>Has SPC considered heat pump installation at the Steyning Centre or possibly help promote for domestic properties to take it up</i>
Transport	- Progress on 20mph Zone delayed by staff/sub contractor issues at WSCC. Steve Douglas assures us it is in the works. <i>Discussed and understood currently with Steve at WSCC</i> - Speed loops due to be installed on bypass as first step in creating a case for lowering the speed limit (Paul Linehan helping). <i>Discussed – interesting to know results for possible future SPC installations</i> - GS part of the new Sustainable Travel Group working party looking at upgrading the footpath across the meadows. Some productive early meetings already held. <i>Agreed – Progress to be reported by Cllr S Alexander when tangible progress</i>

	GS pressing to get things moving on the idea of improved cycle parking in Steyning High St, and a repair station in the Clock Tower car park. Working with the District Partnership. <i>Further news at next meeting</i>
Biodiversity	- Launched a new film telling the story of our Nature Mapping project – this is worth watching! <i>It is indeed – Follow this link above</i> <i>Richard outlined the ‘Weald to Waves’ project symposium that he had recently attended and said he will report on it further and recommended others became acquainted with the project as it involved Steyning as part of a larger district plan of connecting wildlife areas from the Weald to the coast at both Climping and the Adur estuary – the details to be shared with Greening Steyning. The project is a joined-up thinking approach to make sustainable farming and conservation happen on a larger scale, and there is SPC land involved – mainly along the river valley</i> - New phase of more detailed Nature Mapping just starting. - Life on the Verge progressing with occasional setbacks due to over-enthusiastic grass cutting contractors. Botany survey underway. <i>JF noted this had been now completed at Abbey Road</i>
Lifestyles	- Plastic collection at Farmers Market now regular event –scaled back now the Coop takes a lot of plastic packaging. - Monthly Repair Café at Beeding Village Hall going well. - Unsure of progress with HDC on Recycling bins ?? <i>JF outlined progress made so far with recycling in place at Steyning Centre and bins purchased for future installation adjacent High Street Bus Shelter when agreed</i> - New Community Fridge project getting off the ground – aim is to reduce food waste. Church cottage the likely venue. <i>Not a food bank – 2 days a week – its pitched on the idea that it will help avoid food waste rather than necessarily dealing with poverty issues. Finding a venue was initially the big stumbling block</i>
Awareness raising/Other	- Green Day a big success! Confirms public interest in green issues. <i>All agreed it was and that the success and positive publicity should be built upon</i> - GS has mentioned Neighbourhood Plan referendum in our newsletter, urging people to vote Yes. <i>This was well received by most councillors who appreciated the extra and informed publicity</i> - Greening Steyning being featured in SDNP Webinar for Parish Councils on Weds 13 July as a case study of local climate action. <i>This had been viewed by JF and incorporated good promotion for the work completed at Abbey Road by SPC. Geoff was part of this excellent presentation – well worth viewing</i>

Areas for discussion – from Greening Steyning Side

- How we stay in touch? Agreed to forward Greening Steering Group minutes to John to circulate and invite WP members to key meetings/events (e.g., Green Drinks).

It was suggested this working party meets 3 times per year and maintains objectivity and remains as independent as possible

Funding streams are changing for both farmers and HDC – possible to work more closely with SPC so that opportunities are not lost through simply not being aware of what is out there

- Would welcome help in promoting activities/events – e.g. film on Wildlife Mapping Project + community fridge project + Warmer homes grant.

To discuss more at next meeting

Areas for discussion – from SPC Side (some suggestions!)

- How can Greening Steyning support SPC in driving forward its own low carbon plans – how are they going? Any progress on measuring SPC's carbon footprint?

SPC would welcome support in helping to quantify where we are now and to outline what other possibilities can lie ahead

Perhaps attempt to convene meeting for Councillors to increase awareness of a number of climate change emergency themes – a half day carbon literacy session was proposed.

Perhaps show short films as a preview at Community Film nights or Society Film Nights

- Neighbourhood plan – if this passes the referendum, what will that mean? How will SPC breathe life into the aspirations it contains?

SPC might consider a process whereby in consideration of its comments on planning applications it does so via a checklist incorporating compliance issues or guidance associated with the SPC N. plan, Tree PO's and the Conservation Area.

- How can Greening Steyning input productively to planning discussions?

To be discussed further at next meeting

- Is there a need for training or capacity building for Councillors (e.g. carbon literacy training/SDNP webinars)

See above – also to be discussed further at next meeting

Any Other Business

EV Charging points – SPC appears to have missed out on the first round of the scheme to roll out these points – HDC Cllr James Wright is the contact and perhaps he needs to be contacted to press home the case for more to happen in Steyning

Notes by J Fullbrook

Meeting closed at 7 :38pm

Next Meeting date proposed – Thursday 17th November @ 6pm

From: Steyning Parish Council - Clerk
To: John Fullbrook
Subject: Electric vehicle charge points in Council car parks

ITEM 13.1

From: Helen.Peacock <Sent: 28 September 2022 17:14
To: Subject: Electric vehicle charge points in Council car parks

Hi

I wanted to let you know that the next phase of the new electric vehicle charge point network in West Sussex will commence in the next few months. This will involve installing two double socketed charge points, allowing four vehicles to charge. These will be installed in Fletchers Croft car park. Four bays in each car park will, therefore, be for electric vehicle cars. The electric vehicle drivers will still pay for parking, as well as paying to charge their vehicles.

The installation of charge points will continue over the next 6/7 years, in more Council car parks and suitable on-street locations. The locations for future installations have not been identified yet, however, the intention is to install charge points in Newmans Garden car park, when improvement works are carried out here.

These charge points are primarily for residents without access to off street parking where they can charge their vehicles, which is barrier to the take up of electric vehicles. However, visitors to Steyning will be able to use the charge points.

The points are being installed at no cost to the District Council, and will be operated by Connected Kerb. More information can be found here www.connectedkerb.com/west-sussex-chargepoint-network.

Please do contact me if you would like more information.

Regards
Helen