

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

February 2025

Hi vis Patrol hours TOTAL:	78	ASB incidents TOTAL:	3
Foot - Steyning/Bramber/Upper Beeding	16/4/11	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	24/5/18	Neighbours	1
Notices/warnings TOTAL:	1	Driving/vehicles	2
Verbal warning	0	Bicycles	0
Parking alert	1	E-scooters	0
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	5
Reports into Police TOTAL:	6	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	0
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	6	Drug litter	0
		Hazards	3
Media Reports TOTAL:	9		
Press release/Community magazines	2		
Social media posts	7	Community events attended	3
Admin, Training, Meetings & Events	35	School contact	2
Vulnerable people welfare checks	5	Youth engagement	12
Signposting	7	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

We met with the Co-op manager to discuss thefts. There is a group of people that are stealing on a regular basis. We encouraged every incident to be reported to the police to help build the case. We discussed getting a security guard but this did not seem possible. We also encouraged the manager to send over information of children in school uniform directly to the schools as they are proactive in stopping this type of behaviour.

We signposted a resident to report an incident of intimidation to the police. We informed the PCSO.

We received a report of a group of people trying to get into the Steyning Centre when it was closing. They were not aggressive, but the caretaker felt intimidated. This was reported to the police. We were able to identify those involved via the CCTV and have made the Police aware of the names.

A resident called to report a that he disturbed a young person in Charlton Street about to fire a ball bearing with a catapult. On disturbing him, the young person ran away. Unfortunately, on this occasion there is no CCTV or Ring Doorbell footage.

Bramber

Nothing to report.

Upper Beeding

Nothing to report.

UPDATES FROM JANUARY

Charlton Street screws being left to puncture tyres -Unfortunately, at the beginning of February a Facebook post was made of a screw puncturing a tyre in the High Street car park. Through the comments, several drivers had experienced similar punctures in the area. It is unclear if the problem has moved to this area or if screws were dropped by accident in the car park. No one has made a report to us directly regarding this issue.

We have not received any reports of electric scooters being used being ridden on the pavement.

The neighbour that was causing a noise issue has not returned to the residence.

The people responsible for stealing the coat in January were not identified, we have not received any further updates from the police.

We have not received any further reports of people acting suspiciously outside the schools.

Parking/vehicles

Steypning

We received a report regarding a vehicle that hasn't moved for 3 to 4 weeks on Kings Stone Avenue. The vehicle does not have a current MOT certificate and the road tax is approaching its renewal date. We will keep an eye on the vehicle and if the road tax expires and it is not SORN or moved, will report it as abandoned.

Bramber

Residents have been reporting speeding through Bramber to us. We have contacted the Parish clerk to see if it is possible to train more speed watch volunteers.

We received a report of two people riding motorbikes at high speed and doing wheelies through the village. They were also later spotted in Ashington. We advised the resident report directly to the police at the time of the incident if seen again by calling 999 due to the riders driving dangerously.

Upper Beeding

We have requested the Civil Enforcement Officers (CEO/Parking team) attend Pound Lane as cars are parking on the double yellow lines on the junction. We were informed that there have been some difficulties due to staff shortages, but that this area has been scheduled a visit in the rural patrols.

A resident contacted us regarding a parking issue with their neighbour which had escalated into intimidation from the other party involved. We advised they contact the police, keep a log of any incidents, to look into CCTV and we offered to speak with the neighbours with the suggestion on mediation. The resident asked us not to at this time but will contact us again if needed.

We issued a parking alert on the Pound Lane/Undermill Road junction for a vehicle parked on double yellow lines.

Fly tipping/littering/graffiti

Steypning

We reported fly tipping of building material and part of a sofa on Titch Hill/Bostal Road to be removed by HDC.



The graffiti that was reported last month was painted over by UK Power Networks.



Upper Beeding

We were asked to look at the abandoned car on Beeding Hill again to see if we can get it removed. We made enquiries and have information about the last registered keeper. It is not possible for them to move or recover the car. We looked into alternatives such as involving the fire service but unfortunately, they could not help. We contacted Paul Linehan (West Sussex County Councillor) to see if he can also assist. He has contacted WSCC and we are waiting on an update.



Bramber

Nothing to report.

Community engagement/events/meetings

We attended an online training session on Domestic Violence and Suicide Prevention.

We attended a meeting with the Community Development Team.

Steyning

We were contacted by a Frailty Care Coordinator for Chanctonbury regarding a resident that would like to attend one of the Board Game Café sessions but is struggling with transport. We signposted them to the Steyning Good Neighbours group to get them in touch with volunteers that potentially can help with getting her there.

We held the Board Game Café at the Penfold Hall, we had a great attendance.

We supported the Age UK Pop Up lunch that was held at Dingemans. We had put forwards Dingemans as a suitable location to hold the lunch, they had a great attendance.

Our colleagues in Southwater were donated a large amount of Lucozade with a short best before date. They reached out to all the warden teams to see if there was anyone in our community that would benefit from having some. We contacted the Community Fridge and arranged to give them 9 Lucozade packs.



Bramber

Nothing to report.

Upper Beeding

We held drop-in sessions at The Hub. We are there on Thursdays between 10:00 and 12:00. Several people made reports and were happy to have the opportunity to discuss living in the area. We also saw a case worker for Mind and updated them on what activities are on offer in the area and spoke with the Children's and Families worker to promote our projects.

We held the first session of the new Board Game Café that we are running at the Beeding and Bramber Village Hall. This session is on the last Tuesday of every month and everyone is welcome.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft
- Schools

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
- After school patrols

Older, vulnerable people and youth

Steyning

We visited a resident that had reported noise issues to us last month. The neighbour responsible is not currently at home so it has been some relief. We will keep in touch with the resident and will provide support if needed.

We visited a resident to carry out a welfare check after a neighbour raised a concern. The resident was happy for us to visit but did not feel they were struggling. We offered to check in again, but they did not feel it necessary. We advised they contact us if anything changed in the future, and they did need some help.

We visited a vulnerable resident that is quite isolated. They appreciated the visit and are trying to attend more activities out in the community to get to know more of the local people.

We contacted a housing manager from Saxon Weald regarding the ongoing unacceptable behaviour of a resident. This followed a report that they were intimidating a neighbour when anti-social behaviour was challenged. We requested a meeting to discuss what can be done.

We have been asked to assist the residents of Dingemans Court with their Community Fair event proposed for May. They would like to make this a family day and include a coconut shy and some other small games. One of the organizers wants to do an "Adopt a cuddly" stand, we have asked the primary school to circulate to parents for donations.

Bramber and Upper Beeding

Nothing to report.

Dog related issues

Nothing to report.

Cycling

Steypning

Upper Beeding and Bramber

Nothing to report.

Parish specific/other

Steypning

A resident contacted us regarding a bird carcass that needed removing from the park in Fletchers Croft which we removed as it was right next to the park where children were playing. We are unsure how the bird died but it was very gory. No post-mortem was carried out..

Upper Beeding

We were contacted regarding a goat that had its head stuck in a fence behind Golding Barn. The person reporting also posted on Facebook. We informed a WhatsApp group that we are part of that covers Truleigh Hill. The owner of the goat was notified and managed to go and free them.

At one of our drop-in sessions a resident asked us for information on how to apply for a dropped kerb outside their house. We showed them the website and discussed the information given. We emailed over the contact details of the planning department at Horsham District Council and a link to the WSCC application webpage.

Bramber

We received a report of a footpath/cycle path in poor condition by the river by Botolph's.

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

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

March 2025

Hi vis Patrol hours TOTAL:	76	ASB incidents TOTAL:	7
Foot - Steyning/Bramber/Upper Beeding	19/4/13	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	20/4/16	Neighbours	1
Notices/warnings TOTAL:	4	Driving/vehicles	3
Verbal warning	2	Bicycles	0
Parking alert	2	E-scooters	3
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	4
Reports into Police TOTAL:	8	Fly tipping / flyposting	2
Phone (including 101 and 999)	1	Graffiti	0
Online	3	Dog fouling	0
Intelligence report	0	Litter	1
Verbal	4	Drug litter	0
		Hazards	1
Media Reports TOTAL:			
Press release/Community magazines	1		
Social media posts	5	Community events attended	5
Admin, Training, Meetings & Events	36	School contact	4
Vulnerable people welfare checks	2	Youth engagement	7
Signposting	3	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	1

ASB crime

Steyning

We received a report about a racial incident that took place on the MPF. We contacted the director of boarding as it targeted one of the students and informed the PCSO. We have offered to meet with the person and followed up to make sure it was reported to the police. A police officer has spoken with the people involved.

Received a call from the owner of Mama Mia relating to shoplifting, viewed CCTV footage and the person is not known to us but we are keeping an eye out for them locally. Advised to report this incident to the Police on 101 and report to DISC in case the person is shoplifting in other areas.

Received a call from a resident reporting an incident in Ingram road where a group of youth were fighting and one of the young people got injured, it is thought after the event that this was an incident of pay fighting gone wrong. No police report made, we pay passing attention in Ingram Road.

A resident reported a broken car window that they believe to be from ball bearings as this is not the first time it has happened and neighbours have had damage in their gardens. We have arranged a visit. This has been reported to the police.

While on foot patrol we came across a resident that had been assaulted. They had a family member and a friend with them. We offered them advice and reassured them that they were now safe. We gave advice on how to report to Sussex Police and signposted to Victims Support. We made sure they had our contact details and informed them to contact us if needed. A letter was sent out by the school informing students to not walk to and from school alone and to be vigilant.

Bramber

Nothing to report.

Upper Beeding

We were notified that a group of young people believed to be involved in sheep worrying around Truleigh Hill. Photos were sent, we did not recognise the group but shared the images with the other warden teams and PCSO to try and identify them. The images had already been shared with the schools when we were notified.

UPDATES FROM FEBRUARY

Co-op thefts – the main perpetrators are being discussed in a meeting that we are arranging to discuss intimidation.

Intimidation reports – we have not received any further reports of intimidation.

Steyning centre – we have not received any further reports of the group trying to get into the building at closing time.

Parking/vehicles

Steyning

We received a report of someone delivering papers on Charlton Street on an electric scooter nearly getting hit by a car. We have spoken with the PCSO regarding the possibility of sending out a letter to the people delivering papers instructing them not to use electric scooters on public roads.

We challenged a person over the use of an electric scooter on the road (Jarvis Lane) and informed them that it was illegal, and that they needed to stop using it on public land. They apologised and said they would take it home. We also challenged a person using an electric scooter on Steyning High Street.

In February we received a report regarding a vehicle that hasn't moved for several weeks on Kings Stone Avenue. The Road Tax and MOT have expired so we reported it as being abandoned. The car was inspected and the process followed for abandoned vehicles.

A resident called to report a car with a broken window that they had seen on College Hill. We attended and could not locate the owner so called the police for them to make contact.

Bramber

Nothing to report.

Upper Beeding

Following on from a report concerning intimidation from a resident based on a parking issue in Undermill/Newland Road, a car has been reported as having an expired MOT. The road tax is due to expire at the end of the month. We will keep an eye on the vehicle if it is being used and will make the necessary reports.

Fly tipping/littering/graffiti

Steyning

We received a report about a litter bin being used to dispose of horse feed bags on a regular basis over the last few weeks. The size of the bags is filling the bin. The person that reported the issue has spoken with people in the area to try and resolve the issue. We will keep an eye on the bin and speak with the waste team if needed if the bin needs to be emptied more regularly to prevent overflow.

We reported 2 cases of fly tipping on Bostal Road/Titch Hill. We have contacted the Environmental Enforcement Officer to see if it is possible to place a camera at one of these hotspots to find who is responsible as it is an area where fly tipping is happening frequently.



Upper Beeding and Bramber

Nothing to report.

Community engagement/events/meetings

Steyning

We held another successful Board Game Café at the Penfold Hall. We had a large attendance with all participants trying out new games which was nice to see.

We are assisting residents at Dinegemans with their upcoming community fair event, date TBC but we have started the process of getting some resources they need for the day.

We started our social coffee morning at Dingemans again for the residents. We had a good attendance and the change in time and day will hopefully work well for the residents. This will now be held once a month.

Bramber

Nothing to report.

Upper Beeding

We held drop-in sessions at The Hub. We are there on Thursdays between 10:00 and 12:00.

We held our second Board Game Café that runs on the last Tuesday of the month at the Beeding and Bramber Village Hall. We had a small attendance and will continue to promote this to increase the number of participants.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft
- Schools
- Mouse Lane

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

After school patrols

Older, vulnerable people and youth

Steyning

We gave advice for a MACE meeting over a young person that is starting to come to attention in the town.

We requested a problem solving meeting for a group of people that are causing ASB but members of the public are not reporting as they feel intimidated. This has been scheduled to take place in early April.

We assisted a resident that had fallen in the High Street. The Parking Services team and estate agents saw her fall and we took over to stay with them until their family and an ambulance arrived. We gave them a foil blanket to keep them warm.

Bramber and Upper Beeding

Nothing to report.

Dog related issues

Upper Beeding

We received a report of a person struggling to keep control over their dog and concerns over their mobility when walking the dog. We have tried to visit the resident but so far haven't been able to engage and we will revisit.

Steyning and Bramber

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

Steyning

We received a report of a group of people moving some of the public footpath signs around Mouse Lane and taking a road barrier. There is a concern that the group is worrying the ponies but no evidence of this. We will be patrolling this area at the time they are believed to be there so that we can engage and challenge unwanted behaviour. Upon visiting the site there is evidence that a group is setting fires, we have contacted the school and will be addressing this. We contacted WSCC to repair the broken signs and enquired with the Wiston Estate to clear the rubbish. The Steyning Downland Scheme volunteers have cleared some of the vegetation and rubbish left, and will be repairing the signs. We will continue to monitor the site.

Upper Beeding and 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

GOVERNANCE

Briefing Notes

8.2 Payment to contractor

Following these notes is an invoice from Smith of Derby covering the balance payment for the High Street Clock renewal works. The invoice is recommended for payment by F&GP. It comes to the Full Council because this is the only public meeting forum that can agree payment of over £5K invoices such as this. Below is confirmation of that meeting's agreement

Report on the Town Clock, and Tower renovations, and to recommend for payment the associated invoices.

The Clerk updated members on the project, which started in October 24 and was completed at the beginning of March 2025. The coordination of the many different parties including tower owner; the leaseholder; the scaffolders; the decorators; and the clock face and mechanism contractors, had not been easy but ultimately the collaboration was very successful.

One aspect that members had called for clarification on was to ensure that Horsham District Councils Senior Conservation Officer was happy for the renewal of clock faces to continue as per the contractors altered specification, that is, that aluminium replace the glass fibre clock face, but suggested that the Parish Council research the longer term notion of replacement to hard wood when the redecoration be next considered.

*Cllr S Alexander **proposed, seconded** by Cllr I Alexander that this committee recommends to SPC Full Council the payment of the final restoration works invoice to Smith of Derby for £12,623.52. **Agreed***

8.4 Police consultation

Also following this briefing is a cover note from Kelly James, the Police District Engagement Officer.

This will be sent out to councillors via email so that QR code and link can be accessed, and via our social media posts to all residents if members agree.

Invoice

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

Invoice No :

Date : 28/02/2025

Account No :

Our Ref :

All Amounts in Pounds

VAT Number: GB 125 6772 59

Terms 30 days from document date

Description	Quantity	Price	VAT	Total
Steyning Town Clock				
Order No : Email				
Attend site and remove dials, hands and dialworks for restoration within our workshop. Once restored and building work has been completed, return to site, install and commission; leaving site in good working order.	1	15028.00	Std Rate	15028.00
Less deposit paid against invoice 133811	1	-4508.40	Std Rate	-4508.40

Please Forward Payment to
HSBC Bank PLC.
Account Name: Smith of Derby Ltd.
Sort Code: ccount Number:

GOODS TOTAL 10519.60

VAT TOTAL 2103.92

Please quote the following invoice number with your payment:
Please ring o pay by card.

INVOICE
TOTAL £ 12623.52



SMITH OF DERBY GROUP

Company Registration. 01395408
VAT Registration. GB 125 6772 59
Smith of Derby trades as: John Smith & Sons, J B Joyce & Co, William Potts & Sons,
James Ritchie & Son (Clockmakers) Ltd

Antisocial Behaviour Survey



Good evening all

In partnership with Horsham District Council's Community Safety Partnership, I have created a localised Horsham District Antisocial Behaviour survey in order to capture the voices of our communities.

The purpose of the survey is to understand the ASB types based on geographical data and whether residents are likely to report ASB or what may prevent them from doing so. This provides us with the opportunity to fully understand the specific issues where reporting incidents may not be happening, which is covered in the survey.

The survey link is here <https://forms.office.com/e/C9M9JW9F9W> and is live until the 20th April 2025.

This runs in conjunction with our ongoing engagement events and Local Policing for Local People and I have attached a printable version of the form that can be completed. However, someone with access to the online form will need to submit the answers online where possible. Would you all be able to share our post that went out this evening on your parish social media platforms or communications channels where available, or print and display the attached QR code in suitable locations so that people without social media can access the form.

Kind regards

Kelly



Kelly James BA Hons
District Engagement Officer – Adur, Worthing and Horsham

Mental Health First Aider
Youth Ambassador – supporting and promoting child centred policing

Horsham Police Station, Hurst Road, Horsham, RH12 2DJ
M: 07783 803 732 E: kelly.james@sussex.police.uk



Update from the Joint Parishes Climate Action Group who met on Monday, the 7th of April.

- 1) A representative from Brighton and Hove buses attended to discuss increasing route frequency. Unlikely without substantial investment.
- 2) We received the LWCP consultation draft, and this is enclosed for all Councillors to feedback any comments to Councillor Johnson.

Council is asked to support the plan. The JPCAG will work closely with the sustainable travel committee to agree an ongoing role in monitoring progress and coming up with an annual action plan with suggested priorities for the year ahead.

For 25/26, the group suggests that there are 2 actions prioritised for all three Parishes.

- Installation of a safe pedestrian crossing of the A283 at Castle Lane
- Development of a safe cycle route from the White bridge to Shooting field and the school.

Council are asked to support these priorities.

For Steyning, the community committee are asked to support 3 additional priorities

- Receive a presentation on an 'adopt the twitten scheme' to try and keep our twittens well maintained and support the development of a twitten map and walking event to celebrate our twittens.
- To support the installation of 2 sets of bike racks, one at either end of the High Street, by requesting the necessary TROs and liaising with potential funding sources.
- To install a convex traffic mirror at the bottom of Newham Lane once the necessary permissions have been obtained. (An overgrown hedge obstructing pedestrians view has been reported to West Sussex)

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, WEDNESDAY 12th MARCH 2025 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, H. Bayford, S. Teatum, S. Lindfield and Vicky Heales (Youth Worker)

Clerks in Attendance: S. Keogh Clerk for Upper Beeding PC
J. Fullbrook Clerk for Steyning PC and the JPYC

Members of Public in attendance: 0

Meeting Commenced: 6.19pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

1.1 None

2. QUESTIONS FROM THE FLOOR

2.1 None

3. MINUTES OF THE LAST MEETING

3.1 Cllr Alexander **proposed, seconded** by Cllr Linfield to accept the minutes of the meeting held on the Wednesday 30th October 2024 as a true and fair record. **Agreed.**

4. YOUTH SERVICE MATTERS

4.1 To consider an update from the Youth Worker in charge, to encompass agreement on channels of communication, and the concept of trial shifts.

Vicky and Steve Keogh spoke in reference to difficulties involved with sometimes over enthusiastic communications, and the fact that staff needed to be assured of quality 'downtime'. There was a WhatsApp group being used, but was on occasion being over used, and especially at weekends. It was suggested rather than a WhatsApp group, discussion could be through Microsoft messenger. Either way Steve will begin organising weekly meetings to iron out issues and discuss ideas being proposed by workers. Cllr S Alexander **proposed, seconded** by Cllr Bayford that the Lead Youth Worker draft a new communications policy, working with her staff to clarify details and then ensure all staff follow this approved policy. **Agreed**

Unfortunately Bilge resigned from the service due to personal reasons last week.

Cllr S Alexander therefore **proposed, seconded** by Cllr Bayford that a new advert be placed in the normal places to attract a replacement part-time youth worker. **Agreed**

4.2 To consider, dates, times, costs, publicity and locations for Easter Holiday Activity programme

Vicky had already completed a great deal of work on this, with a leaflet having been produced with a variety of activities displayed, including a day trip to the London Dungeons. Half day costs at £10, Full

Day @ £15 and Full week @£60. It also has a QR code. Days were starting from 10am to 3pm. Discounts for siblings were discussed but ruled out. Half price concessions for children in difficult circumstances could be taken to Vicky and Steve for ruling if needs be. Cllr S Alexander **proposed, seconded** by Cllr Bayford that the committee agreed the dates, costs, and locations with publicity and use of social media needing to be dealt with as soon as possible. **Agreed**

4.3 To agree a new volunteer induction pack, following recent safeguarding training day

Vicky is working on a new pack, which it is hoped will be ready before the Holiday activity week. There would be a need for all staff to complete both an internal safeguarding induction, and at least one external course for as soon as possible into their term of employment. Cllr S Alexander **proposed, seconded** by Cllr Teatum that a Volunteer induction pack be compiled and made ready for distribution to staff for as soon as possible – then brought back to this committee for approval and possible amendment at a later date. **Agreed**

4.4 To agree the Youth Service report on this term activities from Lead Youth Worker

The youth service report for this term was a comprehensive document showing how much progress had been made by this fledgling service – with all credit going from the members present to Vicky for her hard work. There was some discussion about the need to remove a points scoring system for staff from the website feedback page as this was a source of unnecessary anxiety, and this was agreed by consensus. Cllr S Alexander **proposed, seconded** by Cllr Bayford to agree to accept the Youth Service Reports for March 2025. **Agreed**

5. FINANCIAL AND GOVERNANCE MATTERS

5.1 Update on the funds for the year, invoices currently being issued, and Year End Procedure

The JPYC Clerk will shortly send out the Bramber and Upper Beeding invoices to cover the year 24/25, this being in line with agreements in this committee, approved by all parishes separately, and also the agreed Memorandum of Understanding for the year. The resultant income will mean that the year-end youth service balance will be added to the surplus noted at the beginning of the year. The figure was £27,600 – which effectively became the Youth Service start up fund, and ongoing reserves. There will be some increase to the reserves due to the service, and associated appointments, starting after the financial year had begun. At years end whatever surplus/ reserves are identified will then be split into the same percentage amounts for each parish, as the MOU has determined for finances for the year. These amounts are then sent to each Clerk (on paper anyway, via the SPC finance accountancy reporting system), for each of the three Parish Councils to report on, as it is registered as their own earmarked reserve.

5.2 To agree a new Youth Service Website concept and to initiate the trial of this service

Cllr Alexander reported on this idea, with the concept being in step with the wishes of the youth service team, and the ability to commence the service being almost ready. It was noted that the permissions to use pictures was part of the parental 'sign ons'. Session payment was easy on line. The facility would be useful to both parents/ guardians and the youths themselves.

Cllr S Alexander **proposed, seconded** by Cllr Bayford that the committee were content with the concept, and would approve a one year trial costed at £168, plus a domain name expenditure of £5. **Agreed**

6. AOB / Correspondence / Information

None

7. CONFIDENTIAL SESSION

Cllr Alexander **proposed, seconded** by Cllr Teatum to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 8.1 to 8.2 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

8. STAFFING MATTERS

8.1 To agree overtime arrangements for Lead Youth Worker {covering advanced course completion}

The Lead Youth Worker has been under some considerable pressure to complete the training course at a much faster rate than was initially expected, and agreed to both, by JPYC members and via her contract, the result being that it had been impossible for her to keep on top of all other aspects of her role, especially given the nature of her part-time status. Both Clerk's advised committee that overtime agreement needed to be in place and confirmed that there was provision within the contract to do so, and that indeed the completion date for the training course which was noted within the contract was being exceeded by Vicky, and the examiners, timetable.

Cllr S Alexander **proposed, seconded** by Cllr Heaver that the JPYC would agree additional hours for the Lead Youth Worker for up to a 37 hours worked maximum total per week, subject to an additional retention clause being written into the contract by the Clerk and that this agreement would be subject to review after a 6 month trial. **Agreed**

8.2 To agree the appointment of a third part-time youth worker {initially for 4 hours}

Cllr S Alexander **proposed, seconded** by Cllr Teatum that the JPYC agree to the appointment of a third part-time worker to cover the expanding service requirements. **Agreed**

Cllr S Alexander **proposed, seconded** by Cllr Heaver that the JPYC approve that all members of the Committee could be DBS checked to allow them to help with elements of the service provision, if needs be. **Agreed**

9. DATE OF NEXT MEETING. – TBC 2024

The meeting closed @ 7.50pm

Signed

Chairman Joint Parishes Youth Committee

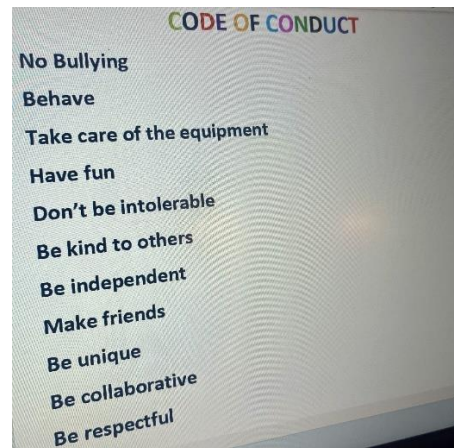


JPYC YOUTH CLUB TERMLY REPORT

Project/Activity	Upper Beeding Juniors Steining 13+ Scheme	Risk Assessments Reviewed (annually)	
Location	Upper Beeding Sports Hall (Juniors) The Steining Centre (13+ Project)	STAFF: Victoria Heales (VH) - Lead Youth Worker Nik Denero (ND) – Youth Support Worker Bilge Kinas-Clarke (BKC) – Youth Support Worker Angelique Saunders (AS) - Volunteer	
Date from/to	09 January – 07 March 2025	Fire Drill to be completed (April 2025)	
Prepared by	Vicky Heales	12 March 2025	
Approved by (Manager)	Vicky Heales	Report Issued (Date)	12.03.25

JPYC Core Outcomes Refer to these core outcomes in all plans and delivery.	1. Accredited training and development 2. Engagement with the local community 3. Healthy lifestyle and improved wellbeing 4. Improving resilience and self-esteem 5. Reducing physical inactivity 6. Tackling loneliness
Project Outcomes List the project aims or outputs here. Refer to these in your report below. Can we show we achieved these?	1. Reduce ASB in area through education and empowerment 2. Train young leaders 3. Offer support and referrals to young people 4. Promote and foster community responsibility
Session Highlights / what went well Attach pictures at the end or store in a pictures sub-folder for the project or use Upshot.	Juniors: 23/01/25: [Focused session] Group set their Code of Conduct . The impact of this activity was increased ownership of club and commitment. This activity also highlighted some real creative and critical thinkers within the group - some members came up with some innovative ideas such as 'be collaborative'. It was lovely to see teamwork at play and that shared understanding of what is expected of them. We used a roll of giant paper and thick coloured markers and each group

came up and shared their ideas in front of the rest of the group which left a really nice visual and lasting reminder - everyone could clearly see the rules and will hopefully remember them! It was a really nice interactive session.



Many of the young people played ball games throughout the night. The girls making clay leaf bowls. One of the young people ran Tuck Shop for us and came up with ideas for future running. We are starting to see emergence of roles within the group: Leader/Organizer, Peacemaker/Mediator, Clown/Entertainer etc.

Juniors: 30/01/25 [Chinese New Year/Coaching session]

This week we brought a coach in from Places Leisure as a 'reset' for the group. Ball games are very popular with this group, but it is tricky to run as the sports hall is multi-use, with crafts and tuck in the same space. Some YP are competitive and we have been seeing behaviour issues as a result. Bringing in a coach, we were able to open the whole sports hall up for the first time for the sole purpose of sports/fitness. The boys were thrilled to have full use of the space and engaged well with the coach who was able to demonstrate positive male role modelling for us (being a team of females this is not possible!).

Upstairs we ran Chinese New Year activities, including making lucky envelopes. Some of the girls made these for their friends and family. At Tuck time, we provided noodles! Some YP had never tried noodles before. We all really enjoyed tucking in! Splitting the space worked really well and it was noted by the team how much calmer the YP were going home with parents.





Juniors: 06/02/25 [Mindfulness]

Girls enjoyed painting pebbles for mindfulness, and we even got a couple of the boys to paint some and sort beads. Basketball and volleyball were popular tonight. A real highlight of this session was a young lad playing basketball one on one with ND. This young person went on to walk away from an altercation with another YP. The first time we have witnessed this – lots of praise given and one on one time identified as a contributing factor.

Another YP had lengthy chats with the team about their passion for music. This YP usually sits on the sidelines and does their own thing. Wonderful they had the confidence to discuss their passions and hopes for the future with us.

Giant inflatable Jenga was used throughout the night.

Juniors: 13/02/25 [Valentines Day]

Jam jar lanterns were very popular!

We were also really into our music tonight, with a YP creating a playlist for us. One YP arrived in inappropriate clothing for the temperature of the space. We were able to kit her out with warm clothing thanks to the efforts of our volunteer AS who had collected some clothing for us to use as a Swap Shop at future sessions. YP was thrilled! The girls brought their own valentines day cards from home, for the staff – which was hugely appreciated and shows their affection for the club. A YP who usually attends with one other person and does not integrate with the wider group, brought a new

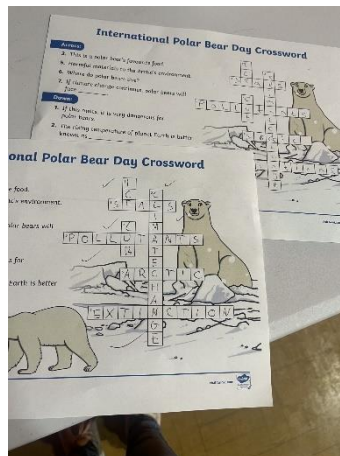
friend along tonight! They have since become a regular member.



Juniors: 27/02/25 [International Polar Bear Day]

We hosted a Rainbow challenge tonight which was very popular with girls and boys. YP had to use straws to transport sweets over to their cup in one minute, against the clock! One of our YP tried things outside of their comfort zone, playing sports for the first time and getting involved in the challenge alongside other YP. This YP usually focuses on crafts on their own so it was really nice to see them integrating and being confident enough to try new things. The team noted how they have grown in confidence over the weeks.

We ran a competition to win items from tuck for completion of our polar bear crosswords and quiz.



14/02/25: 13+ Project

One lad at club tonight, brought his guitar in to practice.





Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	"Vicky is always there to help and is an amazing person to be around. She is a kind person" "Nik is kind but authoritative when needs and she gives good advice" "I love coming to club and seeing my friends and buying tuck" "This is the best club ever! Thank you for everything you do for us" "I love the crafts"
Issues or concerns Any challenges? What is preventing us from meeting the outcomes?	Attachment issues We are experiencing some attachment issues between staff and youth club members. I have consulted Dan Fairchild, Youth Provision Officer at Horsham District Council about this for advice. I have fed back to my team that youth work is by nature relational, and there will be times when they will become a trusted individual for a young person (which is what we are seeing). I reiterated that we need to ensure that we are putting boundaries in place e.g. happy to chat at Youth Club but we do not have a relationship outside of club. Making those boundaries clear and being consistent with that message. I also advised my team that if they are finding that they are spending all of their time with a young person during the session, and would like to integrate them with the rest of the group, they do have the option to lead a group activity. That way, the young person can remain with them, but it takes the pressure off the relationship and allows them to engage better with the rest of the club. I signposted the team to NYA's document on boundaries for further reading. I also got permission from the Youth Provision Officer, to share their contact information with the team for further support on these issues. Behaviour challenges There are a couple of YP that start altercations with some of our young people, during ball games due to them being weaker players or getting in their

	way. We are planning a focus session, where we film a game in action and watch the footage as a group and have an open conversation. We can map out why they get frustrated and ask them to come up with a solution. We will highlight any bullying behaviour and ask them questions like ‘what would you do if someone comes along that is better than you (semi-pro for example)? ‘Would you get up in their face’? We plan to put the Honus on them. Partnerships I have also tapped into our local FA to see if they can offer us any coaching in the community and/or advice. I am in contact with Horsham Hawks Basketball and hope to use these behaviour challenges to build partnership work and foster opportunities for our YP. Watch this space!
Future plans A bulleted summary of key project plans.	• Deliver a successful Easter Activity Week (further details at end of report) • Continue to run our regular groups on a Thursday and Friday (building numbers) • Deliver on our PCC Fund Project in 2025 • Recruitment drive for a Youth Support Worker and more volunteers • Plan August activity week • VH continuation of Level 3 Youth Work Apprenticeship – completion October 2025.
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	Juniors: This has always been a very popular session with many young people wanting to attend every week. We occasionally see a new person attending but we seem to have our core group of regulars now, averaging 18-20 every week. We have a higher ratio of boys to girls. 13+ Project: This has been a tricky one to get off the ground but with persistence we have had 4 YP through our doors and it is still early days. These YP come to club as it is a safe space where they can chill and talk to somebody if they need to. They are also attending to make friends. One Mum has said that her YP won’t leave the house for anything apart from Youth Club.



	We have 3 regulars to the club who are really benefiting and have no other outlet apart from one YP who attends one club.
Referrals / Support follow up Summarise actions to support young people into additional support e.g. Barnardos or Incident Reports.	We have signposted a YP to Allsorts charity to support with gender identity issues. The whole team has now been trained by Dr. Jamie Willo on Gender Identity Training to support this YP. Dr Willo is a Darzi Fellow and accredited Child and Adolescent Psychoanalytic Psychotherapist, has over 20 years of experience with the Sussex Partnership NHS Foundation Trust. We also have a good working relationship with Henfield youth club where our YP also attends so have a joint approach to supporting them.
Partnerships and wider perspective Summarise any external actions taken in support of this project	We continue to work with Steyning Downland Scheme to provide opportunities for our YP. We also partner with Places Leisure who provide coaches for our focused sessions. We advertise Greening Steyning's workshops within our network to support them to boost their YP involvement in upcycling. We are grateful for donations from The Community Fridge. We are planning to work with Air Time CIC (recently featured on BBC news) for a rewilding project in the summer. One of the local wardens attended a session at the end of '24 and we will look to have them back at our Junior session soon.

PROPOSED EASTER ACTIVITY PROGRAM

DAY	LOCATION	SESSION 10am-12pm	SESSION 1-3pm
Monday 07 April	Upper Beeding Sports Hall	Self defence coaching	Trauma dogs visit/SARS demo or police dogs
Tuesday 08 April	Upper Beeding Sports Hall	Planting at Bramber's car park gardening plots*	Traditional garden games or continuation of planting
Wednesday 09 April	Steyning Downland Scheme site – Mouse Lane	Building Robin next boxes	Fire and egg hunt
Thursday 10 April	<i>London Dungeons</i>	<i>Excursion by coach</i>	<i>Excursion by coach</i>
Friday 11 April	Steyning Leisure Centre	Military Bootcamp by Places Leisure	Junior Police Club introduction to summer

Proposed Fees:

Half day - £10

Full day - £15

Week - £60

*Bramber's Allotment Plot photos





ATTENDANCE SUMMARY

Session Date	Staff/Volunteers	Male	Female	New Contacts
09.01.25 Juniors	VH/ND/BKC/AS	12	7	
16.01.25 Juniors	VH/ND/AS	13	7	
23.01.25 24.01.25 Juniors 13+ Project [LAUNCH]	VH/ND/BKC/AS ND/BKC/AS	12 3	6 0	1 male
30.01.25 31.01.25 Juniors 13+ Project	VH/ND/BKC/AB (coach) ND/BKC/VH	10 3	6 0	1 male
06.02.25 07.02.25 Juniors 13+ Project	VH/BKC/AS ND/BKC	10 3	9 0	1 female 1 male
13.02.25 14.02.25 Juniors 13+ Project	VH/BKC/AS ND/BKC	11 1	9 0	1 female / 1 male
27.02.25 28.02.25 Juniors 13+ Project	VH/ND/BKC/AS ND/BKC	12 2	9 0	
06.03.25 07.03.25 Juniors 13+ Project	ND/BKC ND/BKC	11 2	6 0	

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

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.33 pm

MINUTES

C/24/22 APOLOGIES FOR ABSENCE

22.1 Apologies received from Cllr Norcross.

ACTIONS

C/24/23 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

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

24.1 None

C/24/25 MINUTES OF PREVIOUS MEETINGS

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

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

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

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

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

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

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

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

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

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

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

C/24/27 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

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

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

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

C/24/31 INFORMATION / CORRESPONDENCE ITEMS

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

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| 31.2 | Deborah gave her apologies for the next meeting | CLERK |
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C/24/32 DATE OF NEXT MEETING – 5th November 2024 at 7.30 pm.

Meeting ended at 9.05 pm

Signed by the Chair: Date: 5th November 2024

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

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5th NOVEMBER 2024 AT 7.30 PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), S Alexander, Bell, Sharp, Linfield, Young and Norcross.

Clerk: John Fullbrook

Members of the public: 7

Meeting Commenced : 7.31 pm

MINUTES

C/24/33 APOLOGIES FOR ABSENCE

ACTIONS

33.1 Apologies received from Cllr Lloyd and Hanson.

C/24/34 DECLARATIONS OF INTEREST AND DISPENSATIONS

34.1 Cllr Sharp declared an interest in agenda item 7.1 as he lives in Jarvis Lane (TRO application).
Cllr I Alexander declared an interest in anything related to Steyning & District Partnership as he is the Chair of that group, plus he helps the Steyning in Bloom group with planter displays.

C/24/35 QUESTIONS FROM THE FLOOR {in summary}

35.1 None

C/24/36 MINUTES OF PREVIOUS MEETINGS

36.1 To agree 3rd September draft minutes. Cllr I Alexander **proposed**, **seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 3rd September 2024. **Agreed 6 For, 1 Abstained**

C/24/37 MATTERS ARISING AND ACTIONS - These items were taken as read.

37.1 Goal Posts from the MPF dismantled and taken off site for utilisation elsewhere – **Actioned**

37.2 Abbey Road Copse working party to convene – **See item 6.7**

37.3 Clerk to have finger post equipment installed when delivered to SPC – **Actioned**

37.4 MPF entrance development ideas to be brought back to this committee after next W. Party – **Item 38.2**

37.5 Clerk to ensure High St. noticeboard relocation completed – **Actioned**

37.6 Clerk to approach 'Steyning in Bloom' to suggest poss. joint planter project at MPF - **Actioned/Item 38.8**

37.7 Clerk to set up working parties & start proposed project for parish wide noticeboard installs. - **Item 38.3**

37.8 Clerk and Chair to contact various groups to ensure attendance or otherwise at Armistice Day service, and to bring item back to complete service arrangements at the next Community meeting– **Item 38.1**

37.9 Clerk to arrange for additional autumn skip hire service for Allotment Holders – **Actioned**

- 37.10 Clerk to send out information letter to 150 nearby homes updating on Chandlers Way Project - **Actioned**
- 37.11 Clerk to lobby district & county councils on road directional signage and twitten maintenance – **Item 39.2**
- 37.12 Clerk to continue to liaise with WSCC to continue progress with Steyning TRO projects – **See item 39.1**
- 37.13 Clerk's office to chase two biannual payment/s of HDC Cleansing grants - **Actioned**
- 37.14 Members to report back on Steyning Food Festival vendor potential for MPF service - **Item 38.10**

C/24/38 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 38.1.1 **To consider further the Armistice Day service planning arrangements.** The Chair updated members on a meeting held with the Clerk and Father Mark, where the final running order was set for the 11th November service at the remembrance gardens. Mr Whittiker and Mr Walker were in attendance at this meeting, and as ex members of the local Royal British Legion and long time organisers of the event, contributed their thoughts so that all present understood the service schedule and arrangements, with SPC assisting where necessary. Father Mark was providing 'Order of Service' copies on the day, and taking the service after an introduction to proceedings from Mr Whittiker. Cllr I Alexander to lay the SPC wreath. Cllr S Alexander providing music and timing the 'Minutes Silence'. Mr Whittiker to possibly 'Read the names' if required. Mr Walker to lay wreath. Father Mark had arranged for a bugler and School to attend and lay wreath also. **CLERK**
- 38.1.2 Cllr S Alexander had tabled the idea of changing the SPC logo temporarily, for one week, and provided artwork showing the adapted SPC logo which included a poppy and a 'Tommy silhouette', to be part of the Council's remembrance preparations. Cllr S Alexander **proposed, seconded** by Cllr S Alexander that SPC amend the SPC logo to include poppy and 'Tommy' as per supporting paper for a period of one week commencing 4th November. **Agreed** **CLERK**
- 38.1.3 Members also discussed the idea of SPC, in forthcoming years, putting more effort into dressing the town with SPC possibly installing 'Tommy' silhouette and poppies and or flags on lamp posts. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC consider marking the occasion of remembrance with more installations in keeping with the appropriate theme. **Agreed** **CLERK**
- 38.1.4 The Clerk asked for members to consider attendance at the church remembrance service on 10th November as Father Mark needed to know names of representatives. Cllr Young, Cllrs Ian and Mariella Alexander to attend and lay wreath. The Clerk to send on these names to church. **CLERK**
- 38.2 **Abbey Road report including approval for a request from Steyning for Trees.** Members were informed of the latest works that had taken place at Abbey Road, including the hiring of a bush cutter, and clearance of large areas of brambles by the volunteers which were choking growth of more varied and important flora varieties, (particular thanks go to Cllr S Alexander and Roger Brown). The Chair spoke in support of a Steyning for Trees request to complete a hedge lying project in February / March of next year on their recently planted hedge sited adjacent the Abbey Road. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agree the Steyning for Trees group laying their hedge when it is tall enough. **Agreed.** The Clerk also to provide signage on site to inform residents as to this project. **CLERK**
- 38.3 **Update concerning proposed noticeboards for the MPF, (inc. other areas of interest around the parish) following the first of two planned working party meetings.** The Clerk spoke in support of the project with papers showing options and some prices of comparative interpretation panels. Progress had been made and the working parties had proved there was a level of support from local groups. Much work is still to be done in terms of gaining more detailed quotes, graphics and storylines, plus possibly gaining funding either directly or indirectly via working collaboratively with partner groups. **CLERK**

- 38.4 Update concerning current progression of Community Projects.** Members considered progress specifically on the community committee orientated SPC Action Plan targets.
- 38.5 The next phase of works and associated community engagement at Chandlers Way Pocket Park** CLERK
Members considered the inclusion of an early years woodland shelter installation – this to be brought back to a future meeting. The Clerk introduced members to the idea that for the next meeting he would be presenting a ‘Phase One’ planting programme and that the concept of the security gate will be discussed. Cllr Young reminded members that Planters, with plants, have been donated to SPC and need to be picked up by the Clerk’s staff. CLERK
- 38.6 To agree purchase of compost bins and consider ‘trellis tunnel’ for Chandlers Way Pocket Park**
The Clerk reintroduced the concept of the bespoke trellis tunnel idea for the site, the details of which are to be brought back to this committee by Cllr Lloyd for the next meeting. Members then considered acquiring compost bins for the project. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk purchase two compost bins as per supporting papers. **Agreed** Cllr Lloyd CLERK
- 38.7 To agree recommendations from the ‘Abbey Road Copse’ working party.** The Chair informed members of the reason behind the need for this to be completed, and matters discussed by the working party, and the recommendations brought back to this committee, including £501 to replace ‘post and rail’ fence, plus to plant a tree (donated by resident) to replace the fallen Willow, and that the neighbours help with the planting of hedgerow plants from the SPC nursery. Cllr I Alexander **proposed, seconded** by Cllr Young to agree the recommendations from the working party {noted above}. **Agreed** CLERK
- 38.8 To agree any actions following the latest Steyning in Bloom committee meeting where an SPC joint project was tabled, plus to approve payment of annual grant as per proposed at F&GP Committee.** The Chair confirmed the project to install planters on the MPF was being discussed by Steyning in Bloom representatives and a meeting with them and Clerk and Chair to explore options would happen shortly. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that this committee approve the £2,750 annual grant payment to the Steyning in Bloom group. **Agreed** CLERK
- 38.9 To receive the latest SPC Allotment Report.** The members received the report, as per supporting papers, which outlined recent occurrences and ongoing management of this facility. The Autumn skip service initiative, plus social media promotion of vacant plots, have both been very successful.
- 38.10 Members to report back on food festival vendor potential for possible approach for MPF licence.** The members discussed the matter, but no potential new vendor was so far identified.
- 38.11 To discuss the future of the digital screen installations (Car Parks in Steyning).** Horsham District Council had proposed removal of the digital screens. The Clerk had discussed the matter with Steyning and District Partnership representatives who were keen to work with SPC on utilising the facility if the contractual arrangements were favourable. In essence it is proposed that SPC take over control and maintenance of these assets with the Partnership providing and regularly updating the content. Cllr I Alexander **proposed, seconded** by Cllr S Alexander to ask the Clerk to gain a better understanding of costs and implications from HDC, and to SPC, if these assets are to be transferred to SPC. **Agreed 6 For, 1 Abstained** CLERK
- 38.12 To discuss this seasons project priorities and consider any future project aspirations for the Community Committee.** Cllr Bell put forward the idea for an enhanced / new cycle crossing at the Horsham Road junction of the Bypass. Cllr Sharp to talk through ideas concerning disability awareness and possible projects across the parish with the Clerk. CLERK

C/24/39 HIGHWAYS

39.1.1 Progress on outstanding SPC Traffic Regulation Orders. The Clerk confirmed almost all the yellow lines had been painted regards the Vicarage Lane, Church Lane and Tanyard Lane scheme. Residents, who were in attendance, had been frustrated with the lack of consultation from WSCC, and were not happy with some aspects of the schemes scope / line coverage. The Clerk informed concerning the nature of the County's consultation process, and that he would maintain open communication with the highways engineer in charge of this project to see if any review of the scheme, which would alleviate the issue, might be possible. Cllrs Finnegan and Linehan had been seeking further options in support of the residents of Gatewick Terrace including a possible permit holding scheme.

The Clerk to arrange a meeting with Chair and residents to further establish views and possible solutions to this issue, and so that understanding of future representation could be established. Residents pointed out that there were very often cars parked in the Bus Stop - members suggested that this be pointed out to HDC enforcement officers, via '*Operation Crackdown*'.

CLERK

39.1.2 Jarvis Lane TRO scheme – the notification of installation (line painting) from WSCC is awaited.

39.1.3 A283 Steyning Bypass speed reduction TRO scheme has been drawn up and costed, with the Clerk suggesting, if needs be, the use of SPC S106 monies to augment the WSCC financial resources. However money has been found from elsewhere. The scheme details are yet to be sent to SPC, nor has a public consultation been announced as yet for this scheme.

39.2 Improved engagement with SPC from the WSCC departments. The Clerk outlined a new arrangement involving certain WSCC officers being obtainable as direct liaison and representation for SPC and to all WSCC departments, and especially the highways section.

39.3 DMMO decision notification. A positive response to the joint parish {Bramber & Steyning} Map Modification Order #3330824 application {footpath between Coombe Drove and Bostal Road}.

39.4 To consider redesignation request for the Newmans Gardens Car Park. In support of Gatewick Terrace residents Cllr Finnegan had pursued gaining wider availability of annual parking permits. Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC asks Cllr Finnegan to pursue the redesignation of Newmans Gardens Car Park parking permit classification with HDC to include '*Residents*' and '*Members of the public*' with SPC's support. **Agreed**

CLERK

C/24/40 FINANCE AND GOVERNANCE

40.1 To accept the I & E Reports. Cllr I Alexander **proposed, seconded** by Cllr Sharp that the Community Income and Expenditure reports for August and September '24 be accepted as a true and fair record. **Agreed**

40.2 To receive notification of payment made to the Steyning & District Partnership in consideration of a previous agreement concerning the White Bridge link project. The grant payment made which covered administrative support and printing costs, amounted to £267.92.

40.3 To receive the Community Committee 2025/26 Budget for initial consideration. The budget details were received as per supporting papers with a view to agreement at the next Community Committee meeting in December, with members having the opportunity to ask questions of the Clerk on any issues in the interim.

CLERK

40.4 To discuss support for the Chanctonbury Landfill Action Group {CLAG}. Following an email request, and news on recent developments via supporting papers, members considered support for the groups views. Cllr I Alexander **proposed, seconded** by Cllr Linfield that SPC write a letter of support for their {CLAG} concerns about traffic movements on the A283 including details like not operating during rush hours and limiting the number of traffic movements on site. **Not Agreed. 3 For, 4 Against**

CLERK

Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Clerk writes to CLAG saying that SPC is not going to support their groups views. **Agreed**

- | | | |
|-------------|---|--------------|
| 40.5 | Southern Water consultation request. SPC had received a revised draft Water Resources Management Plan which asked for a local community contribution. Cllr Norcross proposed, seconded by Cllr S Alexander that the details of this request go onto SPC social media and website, and encourage people to access it and fill it in. Agreed | CLERK |
|-------------|---|--------------|

C/24/41 PROGRESS REPORT

- | | | |
|-------------|---|--------------|
| 41.1 | C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - SPC are awaiting engineers reports from WSCC | CLERK |
| 41.2 | C/23/43.9 Lost Woods project – Landowners to be encouraged to ‘sign-up’ with working party members to visit sites | CLERK |
| 41.3 | C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk | CLERK |
| 41.4 | C/24/27.6 Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court | CLERK |
| 41.5 | C/24/27.8 Black & white vintage sign to receive maintenance {Bostal Road} | CLERK |

C/24/42 INFORMATION / CORRESPONDENCE ITEMS

- | | | |
|-------------|--|--------------|
| 42.2 | Bench adjacent the Fire station entrance needs urgent attention. Clerk had already asked a contractor to see if a repair was possible – it seemed the deterioration was terminal, and so given permission, SPC will have it removed. | CLERK |
| 42.2 | Message to go out on the Snow Angels WhatsApp group in preparation for bad weather ahead | CLERK |

C/24/43 DATE OF NEXT MEETING – 3rd December 2024 at 7.30 pm.

Meeting ended at 9.53 pm

Signed by the Chair: Date: 3rd December 2024

A recording of this meeting can be found using this link: <https://youtu.be/ks0cVZdEgrk>

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

Present: Cllrs Norcross (Vice Chair), S Alexander, Lloyd, Hanson, Linfield and Young.

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.31 pm

MINUTES

		ACTIONS
C/24/44	APOLOGIES FOR ABSENCE	
44.1	Apologies received from Cllrs Sharp, Bell and I Alexander.	
C/24/45	DECLARATIONS OF INTEREST AND DISPENSATIONS	
45.1	None	
C/24/46	QUESTIONS FROM THE FLOOR {in summary}	
46.1	None	
C/24/47	MINUTES OF PREVIOUS MEETINGS - To agree 4th November draft minutes.	
47.1	Cllr Norcross proposed, seconded by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 5 th November 2024. Agreed	
C/24/48	MATTTERS ARISING AND ACTIONS - These items were taken as read.	
48.1	Armistice Day service to be undertaken, with the support of SPC Cllrs and staff – Actioned	
48.2	Remembrance week commemorated by adapted Logo – Actioned	
48.3	Clerk to inform Steypning for Trees of SPC support for Hedge laying project at Abbey Road – Actioned	
48.4	Clerk to provide signage on site to inform residents regards hedgerow management – Actioned	
48.5	To progress work on MPF interpretation panels with residents / Local groups assistance – See item 49.3	
48.6	Clerk to complete work on phase one of Chandlers Way planting programme – Actioned / item 49.2	
48.7	Clerk to arrange pick up of Planters and associated plants as per donated by resident - Actioned	
48.8	Clerk to purchase for installation @ Chandlers Way 2 x Compost Bins – Actioned	
48.9	Cllr Lloyd to prepare papers for Trellis Tunnel project – Actioned/ See item 49.2	
48.10	Clerk to arrange for installation of fencing and planting @ Abbey Road Copse - Actioned	
48.11	Clerk, Chair & SPC Chair to meet with Steypning in Bloom representatives to discuss project – Item 49.3	

- 48.12 Clerk to instruct payment of Steyning in Bloom annual grant – **Actioned**
- 48.13 Clerk to arrange meeting - Gatewick Terrace residents & Chair to explore Tanyard Lane parking - **Actioned**
- 48.14 Clerk & Cllr Finnegan to arrange for redesignation of Newman Gardens Car Park for permits – **Actioned**
- 48.15 Clerk to bring back updated Budget details for December meeting – **Actioned / See item 51.2**
- 48.16 Clerk to write back to Chanctonbury Landfill Action Group – **Actioned**
- 48.17 Clerk to encourage residents to access and complete Southern Water consultation request – **Actioned**
- 48.18 ‘Snow Angels’ preparedness message to go out on WhatsApp group – **See item 50.1**

C/24/49 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

49.1.1 Abbey Road Report, and agree any amendments to the Abbey Road Management Plan

The lead Abbey Road conservation volunteer, Roger Brown, updated members on the history of the site and the extraordinary progress that had been made over the last 5 years in turning this open space into an important developing nature conservation area.

A consequence of the many changes and especially the new planting that had been undertaken in the interim, was that the Management Plan for Abbey Road needed to be amended to show the need for a wider scope of works to be detailed, plus an update on the greater diversity of flora and fauna which were now identifiable within the area. To this end Roger had completed extensive amendments to the plan and these were shown in red text within the draft 12-page document received as a supporting paper, for members to consider.

- 49.1.2 Members also welcomed the support from the new residents at Gatewick house as they continue to work with the SPC volunteers to further establish a significant new wildlife corridor. Cllr Norcross **proposed, seconded** by Cllr Young that SPC agree the amended document {Abbey Road Management Plan}, as it stands. **Agreed.** Clerk to publish on the web site

CLERK

49.2 To consider the next phase of works including phase one of the planting programme, security access, trellis tunnel, and associated community engagement at Chandlers Way Pocket Park.

Members received a list of requests as per supporting papers and the Clerk updated on the projects progress. Before the next stage of community engagement was to be organised in the form of the next working party to include residents, it was felt that progress could be made on items already recommended from previous resident attended meetings.

CLERK

- 49.2.1 **Lockable gate installation at park entrance.** Members continued to consider ensuring ease of access, against ensuring a need for greater security, and it was felt that if at this stage the idea was supported, the details of the necessary arrangements could be assessed by working party and with the help of the residents. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC installs a lockable gate at Chandlers Way Pocket park. **Agreed.**

CLERK

- 49.2.2 **First tree to be planted.** SPC had been donated a Horse Chestnut Tree and in keeping with the fun nature of the park, it was felt planting a conker tree adjacent the Play Area would be likely in keeping with this idea, and could in the fullness of time provide some welcome shading to that area. Cllr Norcross **proposed, seconded** by Cllr Hanson that the first tree be planted – a horse chestnut that has been donated to SPC – in a location as specified within supporting paper diagram, albeit slightly further away from the boundary of the Play Park. **Agreed**

CLERK

- 49.2.3 **Agree positioning of the new compost bins.** The proposed position was presented to members via diagrammatic representation. Members were keen that notes were posted by the bins when in place to show volunteers how best to manage compost bins. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC install the compost bins as per shown within supporting papers. **Agreed**

CLERK

- 49.2.4 **First row of Hedgerow Shrubs to be planted.** The proposed position was presented to members via diagrammatic representation. These plants had been nurtured by staff and volunteers over

CLERK

the last year. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC plant a row of hedgerow shrubs as per shown within supporting papers. **Agreed**

- 49.2.5 Installation of a 'Living Tunnel'.** The working party, and especially Cllr Lloyd, had been working on the concept of a willow / trellis / wicker tunnel sited as a second access to the play area and a 'fun' connection to the rest of the play park. Initial discussions with contractors had not been as productive as hoped, but this being likely one of the main assets / attractions of the Park it would take some time to formulate definitive options for both working party, and then committee, to decide upon. Cllr Lloyd presented some of the options currently being considered. Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC agree that a trellis/ living tunnel be installed as per supporting diagrams, the details of which need to be determined by the working party, and then brought back to this committee. **Agreed** **CLERK**
- 49.2.6 Installing logs for play park seating area.** The logs were kept after a tree was felled at Abbey Road and have been stored at the Steyning Centre, the installation being proposed as per diagrammatic representation. Cllr Norcross **proposed, seconded** by Cllr Lloyd that the logs be installed to provide a play park seated area as per supporting diagram, and as per recommendation from the working party. **Agreed** **CLERK**
- 49.2.7 Maintenance and long term ownership of the project.** The Clerk explained the need for residents and / or groups to start 'owning' the project and suggested the school may well be interested in contributing something to the scheme – in particular it was thought a large 'Bug Hotel' construction could be achieved with their assistance. Cllr Norcross **proposed, seconded** by Cllr Young that SPC delegate the clerk to approach Steyning Primary School to see if they would like to be part of the ongoing development of the site. **Agreed** **CLERK**
- 49.3 Progress on MPF Interpretation Panel and MPF Planters projects, and to consider support for a funding application to the South Downs National Park.** The Clerk updated members on the recent meetings with the District Partnership, the Cricket Club and Steyning in Bloom committee members, who are all keen to support both of these projects. Councillors became aware that the next step needed to involve the seeking of possible grant funding, and the Clerk was informed those present that he had already received a draft application document from the interpretation panel designer to help with this process. Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Clerk be delegated to approach the Steyning and District Partnership to progress a grant application to the South Downs National Park as per supporting papers. **Agreed** **CLERK**
- 49.4 This seasons project priorities and to consider any future project aspirations for this committee**
No new project was suggested by members at this meeting
- C/24/50 HIGHWAYS**
- 50.1 Report on Winter Plan and Snow Angels messaging / communications in readiness for any poor weather.** There was a need to get a message out on the WhatsApp group to ask if anyone of the existing list of 'snow angels' wanted not to be reconsidered as a seasonal volunteer keeping paths usable during inclement weather this year. Then the new names would be added to the group and Cllr I Alexander could resend his small training video on how paths can be best 'gritted'. **CLERK**
- 50.2 To consider responses to the HDC transport consultation request.** The Clerk advised there were several transport documents recently sent through, two of which requesting a response from councillors if they were so inclined. Members then considered their highest priority issue related to public transportation delivery in Steyning – that of a need for more frequent bus service provision. Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Clerk be delegated to find out if there is a mechanism by which SPC can lobby for an improved bus service. **Agreed** **CLERK**

50.3 Update from Clerk concerning recent flooding on High Street and Horsham Road The Clerk outlined the impact of the most recent storms and was indebted to a resident who had supplied the Clerk with a video showing dramatic pictures of flooding which occurred recently in the High Street near Mouse Lane entrance, and up to the fire station. The Clerk to now press the WSCC drainage engineers to ensure that preventative maintenance had been completed in the timescale that SPC had been made aware of. **CLERK**

C/24/51 FINANCE AND GOVERNANCE

51.1 To accept the I & E Reports. Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure reports for October '24 be accepted as a true and fair record. **Agreed**

51.2 To agree to recommend the Community Committee 2025/26 draft budget. The Clerk and F&GP Vice Chair, Cllr S Alexander, went through the details of the budget paper as per supporting papers and answered any questions relating to the figures, and the reasoning behind the calculations. Cllr Norcross **proposed, seconded** by Cllr Linfield that this committee recommends the Community budget figures as per supporting papers as the final draft to the F&GP Committee. **Agreed** **CLERK**

C/24/52 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

52.1 C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - **SPC are awaiting engineers reports from WSCC** **CLERK**

52.2 C/23/43.9 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites **CLERK**

52.3 C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk **CLERK**

52.4 C/24/27.6 Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court **CLERK**

52.5 C/24/27.8 Black & white vintage sign to receive maintenance {Bostal Road} **CLERK**

52.6 C/24/38.1 Forthcoming remembrance period to be marked by greater effort to dress town appropriately **CLERK**

52.7 C/24/38.11 Clerk to bring back to this committee the digital screen transfer of ownership details when received **CLERK**

52.8 C/24/38.12 Cycle crossing at Horsham Road / Bypass junction project proposal **CLERK**

52.9 C/24/38.12 Parish-wide disability awareness to be discussed **CLERK**

52.10 C/24/42.2 Fire Station bench to be removed when permissions given **CLERK**

C/24/53 INFORMATION / CORRESPONDENCE ITEMS

53.1 None

C/24/54 DATE OF NEXT MEETING – 4th February 2025 at 7.30 pm.

Meeting ended at 8.44 pm

Signed by the Chair: Date: 4th February 2025

A recording of this meeting can be found using this link: <https://youtu.be/LtOdRRhrHI4>

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th FEBRUARY 2025 AT 7.30 PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), Norcross (Vice Chair), S Alexander, Bell, Hanson, Linfield, Sharp and Young.
Clerk: John Fullbrook
Members of the public: 0
Meeting Commenced : 7.32 pm

MINUTES

		ACTIONS
C/24/55	APOLOGIES FOR ABSENCE	
55.1	Apologies received from Cllrs Lloyd.	
C/24/56	DECLARATIONS OF INTEREST AND DISPENSATIONS	
56.1	None	
C/24/57	QUESTIONS FROM THE FLOOR {in summary}	
57.1	None	
C/24/58	MINUTES OF PREVIOUS MEETINGS - To agree 3rd December draft minutes.	
58.1	Cllr Norcross proposed, seconded by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 3 rd December 2024. Agreed	
C/24/59	MATTTERS ARISING AND ACTIONS - These items were taken as read.	
59.1	Abbey Road Management Plan uploaded to Website – Actioned	
59.2	Compost Bins to be installed @ Chandlers Way – Actioned	
59.3	Clerk to approach Steypning Primary School for their involvement @ Chandlers Way – Actioned	
59.4	Steypning and District Partnership approached for them to assist with SDNP grant application – Actioned	
59.5	Messages to go out to 'Snow Angels' as appropriate – Actioned /See item 61.1	
59.6	Black & white vintage sign to receive maintenance {Bostal Road} – See item 61.2	
59.7	SPC to lobby for an improved local bus service – Actioned, to Climate Action Group	
59.8	Community budget recommendation taken to F&GP / Full Council – Actioned	
C/24/60	COMMUNITY MATTERS AND OPEN SPACE PROJECTS	
60.1	Abbey Road update concerning recent works, the proposed planting of a hedgerow and a request from the Steypning Community Orchard, plus their Wassail 2025 event briefing. With assistance from the Abbey Road lead conservation volunteer, Roger Brown, the Clerk had compiled a report {supporting paper} detailing the work carried out at the three most recent working parties, and he went on to outline the reasoning behind the two requests noted.	CLERK

- 60.1.1** The first request was for the planting of a hedgerow, using some 150 hedging plants which had been donated from the national tree planting charity 'The Conservation volunteers', plus 20 Holly plants from the owner of Gatewick House and to build it as per illustrated plan. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC agree to this hedge being constructed. **Agreed**
- 60.1.2** The Steyning Community Orchard (SCO) requested extending the existing planting plan for 12 trees {9 of which have already been planted, with final three going in on the 22nd February '25}, by adding 6 more (as per supporting paper plan). Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accept the plan to plant 6 more trees over the next two years. **Agreed** **CLERK**
- 60.1.3** The Wassail event which is organised by the SCO had been an extraordinary success this year with up to 250 attending at the MPF.
- 60.2** **Riparian responsibilities for the stream running through Abbey Road.** The Clerk sought to inform members of the responsibilities associated with owning land which a waterway such as Tanyard stream, running through Abbey Road, has for the Council. And especially in the light of recent flooding at the site {28th November}. The Ouse and Adur Rivers Trust {OART} have agreed to meet with the Community Chair, Clerk and Abbey Road volunteer leader and deputy on the 25th March to further explain these responsibilities, and to clarify what SPC, working with OART, could conceivably take on, in terms of stream maintenance. The Clerk being keen to point out that there would need to be agreement from this committee on safe working practices for any future voluntary work associated with maintenance and habitat development in and adjacent the stream. **CLERK**
- 60.3** **Report about the recent Steyning Primary School presentation in regard to Chandlers Way Pocket Park project.** Following the agreement at the last meeting, the Clerk contacted the Primary school and with the Deputy Clerk met the Head Teacher. He was very taken with the Chandlers Way project proposal. A subsequent meeting with the schools Eco Committee, which included student representatives from each age range was arranged. This took place on the 30th January with a well-received PowerPoint presentation, and there followed a walking bus trip to the park through the town, with the Head Teacher and the entire group of about 25 children. The group met with Cllr Young at the Chandlers Way and there was a 'show-round', a Q&A session and time for them to play on the new equipment. A follow up meeting has already been arranged at the end of February to discuss the schools future involvement in the project. **CLERK**
- 60.4** **Progress on MPF Interpretation Panel and MPF Planters projects, and to consider support for further funding application to the South Downs National Park.** The Clerk updated members on the recent funding submission completed by the District Partnership on behalf of SPC's joint project. Unfortunately the application was not successful. However the Clerk believes that as the response did not disqualify a second attempt, and with some small amendments, added details to the drawings and if SPC were to gain further match funding from elsewhere, it may be possible to gain approval at a later stage, and will suggest the Partnership applies once more. **CLERK**
- 60.5** **This seasons project priorities and to consider any future project aspirations for this committee** The Clerk was asked to add future agenda items on Abbey Road Dog-mess signage, and the 80th Anniversary of the VE day, with for this item, the Chair to approach the District Partnership in the first instance, and then that it is taken to next Full Council – due to the timescale involved. **CLERK**
- C/24/61 HIGHWAYS**
- 61.1** **Report on Winter Plan and 'Snow Angels' communications.** There has so far been only one Instance of snow and ice which required snow angels involvement, and the system seemed to work well. Other smaller icing occurrences have also prompted a positive response. The Chair suggested signs be placed on the bins to avoid being used as rubbish bins. **CLERK**

61.2 To consider whether black & white vintage road sign at Bostal Road junction to receive SPC maintenance. The sign is rusting and requires maintenance to bring it back to good order provided permission from WSCC is granted. Cllr I Alexander **proposed, seconded** by Cllr Sharp that a SPC Caretaker proceeds to complete the task by painting and restoring the sign. **Agreed** CLERK

61.3 **Steyping Bypass TRO to reduce speed to 50 and 40 miles per hour.** This SPC initiated Traffic Regulation Order has reached public consultation stage, and this fact has been publicised by SPC as well as WSCC. This application took 18 months of meetings, lobbying to WSCC highways Officers, and included crucial contributions from Cllr Linehan. It is hoped it passes this final stage of the process to enable improved safety for road and pedestrian users.

C/24/62 FINANCE AND GOVERNANCE

62.1 To accept the I & E Reports. Cllr I Alexander **proposed, seconded** by Cllr Sharp that the Community Income and Expenditure reports for November and December '24 be accepted as a true and fair record. **Agreed**

C/24/63 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

63.1 C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - **SPC are awaiting engineers reports from WSCC** CLERK

63.2 C/23/43.9 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites CLERK

63.3 C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk – **Chair and Clerk to communicate with HDC to better understand costs of additional installations** CLERK

63.4 C/24/27.6 Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court. **It was noted Steyping Festival had succeeded in gained outstanding monies** CLERK

63.5 C/24/ 49.2 Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way plus convene working party CLERK

63.6 C/24/38.1 Forthcoming remembrance period to be marked by greater effort to dress town appropriately CLERK

63.7 C/24/38.11 Clerk to bring back to this committee the digital screen transfer of ownership details when Received – **This has been delayed @ HDC due to 'Devolution' and office movements** CLERK

63.8 C/24/38.12 Cycle crossing at Horsham Road / Bypass junction project proposal – **This item is now with the Climate Action group** CLERK

63.9 C/24/38.12 Parish-wide disability awareness to be discussed – **This to be taken to Full Council** CLERK

63.10 C/24/42.2 Fire Station bench to be removed when permissions given CLERK

C/24/64 INFORMATION / CORRESPONDENCE ITEMS

64.1 None

C/24/65 DATE OF NEXT MEETING – 4th March 2025 at 7.30 pm.

Meeting ended at 8.34 pm

Signed by the Chair: Date: 4th March 2025

A recording of this meeting can be found using this link: https://youtu.be/589bw5f4_yU



**Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole**

**Email: clerk@steypingpc.gov.uk
Email: leanne.poole@steypingpc.gov.uk**

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th MARCH 2025 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/24/66 APOLOGIES FOR ABSENCE

66.1 Apologies received from Cllrs Linfield.

ACTIONS

C/24/67 DECLARATIONS OF INTEREST AND DISPENSATIONS

67.1 None

C/24/68 QUESTIONS FROM THE FLOOR {in summary}

68.1 **Q** – Dave, a local resident – Wanted to speak to members about the possibility of the Council allowing installation of a DIY Dog washing machine for the MPF to enhance Steypning visitors' and residents' experience, drive new footfall to the cricket club and generate additional revenue: His company provide unit, installation and ongoing maintenance
Requirements: • A suitable space; • Cold water feed; • Ability to pipe into waste; • 32amp power supply.

68.2 **A** – The members were interested in the idea, however queried the requirements involved. The Chair suggested it goes onto a future agenda

CLERK

C/24/69 MINUTES OF PREVIOUS MEETINGS - To agree 4th February draft minutes.

69.1 Cllr I Alexander **proposed, seconded** by Cllr Norcross to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th February 2025. **Agreed**

C/24/70 MATTERS ARISING AND ACTIONS - These items were taken as read.

70.1 Abbey Road additional hedgerow planting request agreement taken back to volunteers - **Actioned**

70.2 Community Orchard affirmative request for Abbey Rd orchard extension taken back to group - **Actioned**

70.3 Clerk to report back on follow-up meeting with the primary school re Chandlers Way – **See item 71.3**

70.4 Joint application regards grant for interpretation panel on MPF to be resubmitted – **See item 71.4**

70.5 80th Anniversary VE Day flags purchase and Business chamber agreement – **Actioned/ See item 71.5**

70.6 Signs placed on Grit bins to inform re litter avoidance – **Actioned**

70.7 Parish-wide disability awareness to be discussed SPC, taken to Full Council – **Actioned**

70.8 Fire Station bench to be removed when permissions given – **Actioned / See item 71.6**

C/24/71 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

71.1 Abbey Road update concerning recent works

New 'Dead hedge' installation is fully 40 meters long. New hedgerow involved 150 whips being planted. 3 x Apple trees, 2 x disease resistant elms, 1 x Black poplar all planted recently.

71.2.1 Annual Play Inspection Report, and remedial works programme

SPC asks a company – Wicksteed, to complete a thorough annual inspection of all of its play and exercise park assets, as part of its ongoing regular inspection regime. The 2024/25 inspection had been delayed due the company losing inspection personnel; however the detailed reports are now almost all completed (Only waiting for Normans Way). The full reports were put on the website as supporting papers to this item, and the office had also completed an extensive list of remedial prioritised works.

71.2.2 The one reasonably urgent maintenance requirement was related to the fact that the wooden pole part of the seesaw in the Fletchers Croft Play Area is noted as having started to rot and is beginning to lose structural integrity. The Deputy Clerk asked for a replacement quote from the installers – Creative Play. And then pointed out that there was a lifetime guarantee of 10 years on all such wooden structures associated with the 2019 installation. After lengthy correspondence and a need to prove regular inspections had taken place, Creative Play agreed to reduce the installation by £312.00. {Inc. VAT}. Due to the need for speed of action, the Clerk's office subsequently authorised this payment and associated works.

71.2.3 In terms of the remaining remedial works programme the Clerk reported on what had already been done, and what else was planned. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk's office has delegated responsibility to complete the programme-based remedial actions on play areas {with decisions taken based on priority and available resources}. **Agreed**

CLERK

71.3.1 **Report concerning the recent Steyning Primary School presentation in regard to Chandlers Way Pocket Park project, and working party meeting.** The Clerk and Cllrs Hanson and Young updated on the recent working party discussions in which there was consensus on some of the criteria {currently 27 noted within supporting papers} which the council would attempt to abide by in terms of what it is hoped that the Pocket Park would evolve into. The working party also agreed that there needed to be one more full community engagement meeting with local residents to discuss final plans.

CLERK

71.3.2 Cllr Young reported that a really positive relationship is building up with the school following three meetings and a school visit to site, and that it bodes well for the future of this project. The Clerk will continue to work with the Head teacher and will report back on progress.

CLERK

71.4 **Update on MPF Interpretation panel and planters project, and to consider agreeing use of SDNP Cil monies for this project.** The Clerk explained that he and the *Visitor and Tourism* representatives of the Steyning and District Partnership had not given up on the idea on attempting to gain support for a funding application for this project. There had been progress in consideration of match funding with the Cricket Club agreeing to co-fund with a £500 pledge, and there was also support from Steyning in Bloom , plus there were monies available via SDNP Cil – {£3,317.73}, and additional pledges from two residents which could reach a further £2,000. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agree to use the SDNP Cil money towards the MPF interpretation panels project. **Agreed**

CLERK
&
Partnership
Reps

CLERK

71.5.1 **VE Day Celebration project actions to be agreed.** The Community Committee discussed this matter at the last meeting and there was a suggestion to take the idea to the next Full Council meeting, but unfortunately there was no room on the very packed 17th Feb Full Council agenda. In the meantime, the Clerk had been discussing the idea with the Chair of the Steyning Business Chamber, and has agreement that flags can be put up along the High Street to commemorate this date, and it was also suggested that rather than go to a commercial company for standard

CLERK

flag production, that half of the 30 flags could be the Union Jack flags already in stores, and that half could be produced by the Steyning High Street printers. Unfortunately however, the local suppliers could not produce what was required, therefore the flags would have to be bought from another source. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agrees a budget of £150 to allow the Clerk to buy some VE Day commemorative flags, to go along with some union flags that the Business Chamber will be providing, for installation to take place on the High Street in May. **Agreed**

71.5.2 Cllr Hanson kindly agreed to donate £25 towards the purchase of two extra flags. **Cllr Hanson**
Cllr S Alexander suggested that a cast iron 'Tommy' silhouette be purchased, and the Clerk explores options and brings it back to a future meeting, but members agreed not to pursue this idea currently.

71.6 **Replacement bench {adjacent Fire station entrance}**. Following the last Community Committee meetings agreement, the dilapidated bench situated on the High Street, by the entrance to the Fire Station, was removed and disposed of. The Clerks office have since been in contact with a fire station representative to see if they wouldn't mind part or full funding of a possible replacement bench, and after initial interest, there remains hope that this might happen. The Clerk will bring this back to the next meeting. **CLERK**

71.7 **To agree suitable date and times for annual tidy, bonfire and skip hire for the allotments.** **CLERK**
For the past seven years the Clerk's office have organised a Saturday on or around the Easter break, for each of its two allotments and its approx.150 plot holders to have an opportunity to clear debris from their plots into skips if non-combustible or non-compostable, and the allotment association are asked to help on the day with the tending and management of bonfires at each site to deal with what is combustible, and delivered to the designated area by plot holders.
Skip provision is monitored by office staff and the number of skips is dependent on what is required over a three-week period to enable the process to be successful. The date is set for the 12th April. Cllr I Alexander **proposed, seconded** by Cllr Bell that SPC allows the Clerk to spend a budget of up to £1000 for supply of skips to the SPC allotments. **Agreed**

71.8 **Project priorities and to consider any future project aspirations for this Committee** **CLERK**
Members to discuss possible recommendation for acquiring land as per the HDC Leaders' suggestion at last Full Council. Possible Bat box purchases also for future meeting consideration

C/24/72 FINANCE AND GOVERNANCE

72.1.1 **To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr Sharp that the Community Income and Expenditure reports for January 2025 be accepted as a true and fair record. **Agreed.**

72.1.2 Members were asked to consider use of remaining funds, including possible earmarking of some of these funds. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that this committee recommends to F&GP that £3,000 be earmarked out of unspent 'Tree works' budget and carried forward to next year. **Agreed** **CLERK**

C/24/73 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

73.1 C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - **SPC are awaiting engineers reports from WSCC** **CLERK**

73.2 C/23/43.9 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites **CLERK**

73.3 C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk – **Chair and Clerk to communicate with HDC to better understand costs of additional installations** **CLERK**

73.4	C/24/27.6	Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court. The Clerks office had begun the process	CLERK
73.5	C/24/ 49.2	Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way plus convene working party. Waiting for better weather to proceed with installations	CLERK
73.6	C/24/38.11	Clerk to bring back to this committee the digital screen transfer of ownership details when Received – This to be taken to F&GP as there are contractual details to be discussed	CLERK
73.7	C/24/60.2	Clerk and Chair to meet on site {25 th March} with OART rep. to discuss riparian ownership requirements	CLERK
73.8	C/24/61.2	Black and White Vintage road sign at Bostal road to be repainted. Awaiting WSCC approval to proceed	CLERK

C/24/74 INFORMATION / CORRESPONDENCE ITEMS

- 74.1** The Clerk pointed out that the MPF access points this year were requiring two dressings of wood chip to help mitigate against slippery conditions for the first time ever, as it had been so wet over the winter period.

C/24/75 DATE OF NEXT MEETING – 8th April 2025 at 7.30 pm.

Meeting ended at 8.45 pm

Signed by the Chair: Date: 8th April 2025

A recording of this meeting can be found using this link: <https://youtu.be/q8ajuiHuCxs>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9th July 2024 AT 7.30PM

Present: Cllrs Sharp (Chairman), Ballance, I Alexander, Norcross, M Alexander, Foxwell, Johnson and S Alexander.

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/24/01 APOLOGIES FOR ABSENCE

01.1 Apologies were received from Cllr Trundle.

F&GP/24/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 Cllr I Alexander declared an interest in agenda item 7.3, as he is a member of the Steyping & District Partnership, so will take part but will not vote on the outcome.

F&GP/23/03 QUESTIONS FROM THE FLOOR {in summary}

03.1 None

F&GP/23/04 MINUTES OF PREVIOUS MEETING

04.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 14th May 2024 be agreed as a true and fair record. **Agreed 7 For, 1 Abstained**

The Chair brought forward agenda item 7.3 as a resident interested in the matter was present

F&GP/24/05 FINANCIAL MATTERS

05.1 **Request for a grant for the Steyping and District Partnership Food & Drink festival 2024.** Members were impressed with the content and ambitious nature of this grant request. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC approve the grant application for £550 from the Steyping & District Partnership. **Agreed 6 For, 2 Abstained**

F&GP/24/06 MATTERS ARISING AND ACTIONS – *These items taken as read*

06.1 Clerk to bring back project list for agreement – **See item 07.5**

06.2 Clerk to amend SPC Earmarked Reserve list – **Actioned**

06.3 Clerk to check and relay to members details of miss-postings – **Ongoing**

06.4 Clerk to bring back Christmas light display to F&GP for final decision – **Actioned**

06.5 Clerk to bring back ongoing projects for integration into new year Action Plan – **Actioned/See item 07.5**

06.6 Clerk to respond to request for comments concerning HDC Draft Green Space Strategy – **Actioned**

06.7 Clerk and Cllr S Alexander delegated to complete details for & submit text to 'Your Steyping' – **Actioned**

06.8 To complete full staff selection update concerning SPC staff selection at next Full Council – **Actioned**

06.9 CCTV working party to reconvene when first quotes received by the Clerk – **See item 08.2**

CLERK

F&GP/24/07 FINANCIAL MATTERS.

07.1 To approve the list of SPC payments for April & May 2024.

Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accept the April and May 2024 SPC Payment lists. **Agreed**

07.2 Income and expenditure reports for F&GP, covering April and May 2024.

The Clerk informed members regarding end of year figures and accruals and how this affected the figures within these reports. Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC accepts the F&GP income and expenditure reports for April and May 2024. **Agreed**

07.3 To consider progress on the 2023/24 SPC Action Plan and agree any subsequent actions.

CLERK

The Clerk summarised the document details, and updated on the projects that either couldn't be completed, or were yet to be finalised. Those projects that could be completed were to be added to next year's Action Plan (24/25).

07.4 Clerk to update on the 23/24 End of Year, and internal audit process. The Clerk produced the Year End balance sheet, and discussed the internal audit process, then members discussed the letter received back from the internal auditor following the End of Year accounting and auditory procedures. Members noted that there were no recommendations from the Auditor requiring actions and that this was a very good outcome. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC accepts the internal end of year audit report. **Agreed.** {Clerk to write to auditors noting acceptance, and to place report on website}

CLERK

07.5 To discuss and agree SPC projects for 2024/25. The Chair suggested that the discussion was more or less closed on project aims for 24/25. He had also sent out an email requesting project ideas from members in advance of this meeting which could be discussed in preparation for the budgetary discourse due to commence in October '24, and these being agreed would then lead to the expenditure requirements for the following years projects {25/26}.

CLERK

07.5.2 Members came up with the following ideas:

- Seek improvements to Highways infrastructure about signage, and to widen pathways, and their lighting
- Electronic newsletter idea, and other social media platforms to be agreed
- SPC website to be a tool to be used by the wider community groups
- Enhanced leisure and recreation, inc. play areas and possibly pétanque pitch
- Visitors to use club facilities like tennis courts
- Disabled access to bus shelter
- Inhibit electric scooters usage
- Local policeman (?)
- Reducing carbon footprint as a main aim
- Cycle path leading to a rebuilt White Bridge
- Prioritise SPC App
- MPF entrances improvements cont.
- Home for youth services and scouts, cubs and girl guides
- Organise the next Steyning 'Showcase' event
- NT Live, including projector installation
- More dog bins and/or standard bins
- Improve public toilets (?)
- More history/visitor boards installed around the town

Members felt that this was a good start but there really needed to be a larger discussion to be had at an all member working party, and that this needed to be organised for the autumn.

CLERK

07.5.2 Members returned to confirming and prioritising the 24/25 project list. And this was based upon a draft listing outlined within supporting papers. It was an extensive list and the Clerk advised against increasing the number of projects based upon the SMART principles of project

CLERK

management, therefore trying to ensure the council could achieve reasonable targets. There was agreement that to complete the list stated would be a great achievement, however to include two additions, these being a projector installation at the Steyning Centre and to initiate an SPC App. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC agree to the project list as stated within the supporting papers but to include the two additions that members collectively suggested. **Agreed**

F&GP/24/08 GOVERNANCE AND COMMUNITY MATTERS

- | | | |
|-------------|---|----------------------------------|
| 08.1 | <p>To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree the next message/s for the group to be working on. The group convened on July the 5th and agreed representation arrangements for the July farmers market ‘surgery’, with Cllrs Sharp and Linfield kindly agreeing to provide the cover on this occasion. The long term planning of a roster to cover these events was to be taken to next week’s Full Council {15th July} for final agreement. Cllrs S Alexander and Linfield also considered, and mapped out, an extensive programme of social media postings and an outline schedule, plus a list of templates. Members then discussed what method of social media platforms should be used. Cllr Sharp proposed, seconded Cllr Norcross that the Community Engagement Group continue to work on this idea and bring it back to the September F&GP Committee for approval. Agreed</p> | CLERK |
| 08.2 | <p>To receive an update concerning the SPC CCTV installation project. Members had received details of the current CCTV companies scope of works and price. Cllr S Alexander elaborated on the details within the quote, and also informed members on further meetings which are taking place with another company, in order to try and receive a comparable quote. Members discussed concerns about the scope of the remit, and reinforced a need to ensure that leading up to a public consultation, the reasoning behind the project was well evidenced.</p> | CLERK & CCTV W. Party |
| 08.3 | <p>To agree the proposed contract details concerning installation of the SPC notice board at the High Street Car Park wall – property of adjacent retail space owner. The Clerk, through discussion with the freeholders, had established a draft list of terms which SPC needed to agree, or to amend. One amendment was suggested which specified a three-month timeframe for any possible need for removal of the notice board at a later date. Cllr Sharp proposed, seconded by Cllr Norcross that the Clerk be delegated responsibility to compile an agreement {memorandum of understanding} and take it back to the wall owners, but with the proviso of the inclusion of the ‘three-month’ clause. Agreed</p> | CLERK |
| 08.4 | <p>To consider and agree an ILCA training course entry for the new Deputy Clerk. The Clerk had supplied a supporting paper detailing the ILCA course content, the duration {likely between two months and one year maximum}, and costed at £120(ex VAT) as Leanne was now a member of SLCC. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC accepts this course expense. Agreed.</p> | CLERK |

F&GP/24/09 DATA PROTECTION AND FREEDOM OF INFORMATION

- | | | |
|-------------|---|--------------|
| 09.1 | <p>Update on SPC Data protection and Freedom of information requests</p> <p>On the 10th and 11th June Cllr Campbell put in two Freedom of Information requests, one concerning the High Street toilets and one covering play equipment issues on the MPF. These have as yet not been substantively responded to, but will be within the next five working days. On the 27th of June a resident also put in a Freedom of Information request. He had been made aware that Cllr Campbell had sent in a crib sheet {statement} detailing his issues concerning the Chandlers Way play area installation. He therefore asked SPC to supply said document to him, which has been done.</p> <p>On the 22nd May the Clerks office received from the ICO a decision notice concerning one of Cllr Campbell’s previous Freedom of Information requests. It concluded SPC should review its most recent response to Cllr Campbell’s request as they did not believe the SPC stance was sufficiently robust to deny the information requested. The Clerk called the ICO Case Officer to ask for an explanation, and it transpired that their office no longer held the 2018 response letter, which had been referenced within the SPC response, and which had proffered advice on</p> | CLERK |
| | | CLERK |

dealing with certain vexatious individuals. In the absence of their own advice, the Clerk understood that there needed therefore to be an amended response to this FOI request, and this also needed to be completed within the next 5 working days following this meeting.

F&GP/24/10 PROGRESS REPORT

10.1 *F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with new deputy clerk when in post.* **D. CLERK**

10.2 *F&GP/22/68.3 Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership – Ongoing – to be arranged when Partnership members more available.* **CLERK & Chairman**

F&GP/24/11 INFORMATION/CORRESPONDENCE ITEMS

11.1 None

F&GP/24/12 CONFIDENTIAL SESSION

12.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/24/13 COMMUNITY MATTERS

13.1 **To agree actions concerning the Clock Tower, as per raised within the Chairs supporting paper** **Working Party**
Members discussed the contents of the Chairs briefing notes and in particular the five recommended actions as proposed, relating to ascertaining specific documentation in order to clarify the situation. Once collected then to bring back to F&GP for further discussion. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC follow the recommended actions {as per the Briefing paper} and that SPC use all efforts to locate, source and then discuss documents, and that this responsibility is delegated to Cllrs Sharp, Norcross and the SPC Clerk. **Agreed**

F&GP/24/14 DATE OF NEXT MEETING – 10th September 2024 @7.30pm.

The Chair closed the meeting at 9.52pm

Signed Date 10th September 2024
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/SPCLbTPCwsk>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th SEPTEMBER 2024 AT 7.30PM

Present: Cllrs Sharp (Chairman), Ballance, I Alexander, M Alexander, Johnson and S Alexander.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F & GP/24/15 APOLOGIES FOR ABSENCE

15.1 Apologies were received from Cllrs Norcross, Foxwell and Trundle.

F&GP/24/16 DECLARATIONS OF INTEREST AND DISPENSATIONS

16.1 None

F&GP/23/17 QUESTIONS FROM THE FLOOR {in summary}

17.1 None

F&GP/23/18 MINUTES OF PREVIOUS MEETING

18.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 9th July 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/19 MATTERS ARISING AND ACTIONS – *These items taken as read*

19.1 Clerk to check and relay to members details of miss-postings – **Ongoing**

19.2 Clerk to add yet to be finished projects to next year's SPC Action Plan – **Actioned**

19.3 Clerk to respond to internal auditors and publish on website – **Actioned**

19.4 Clerk to add project ideas discussed to next year's provisional list – **Actioned**

19.5 Full members SPC projects discussion to be taken forward – **See item 20.4**

19.6 Clerk to update action/project list and add two further items as agreed – **Actioned**

19.7 Community engagement WP to further discuss social media idea and bring back to F&GP-**See item 21.1**

19.8 Clerk to complete MOU with High St owner of wall adjacent car park, and obtain signatures and progress project – **Actioned**

19.9 Deputy Clerk to start ILCA training programme – **Actioned**

19.10 Clerk to respond to FOI requests from Cllr Campbell when time allowed – **Actioned**

19.11 Clerk to respond to ICO & Cllr Campbell concerning recent decision notice – **Actioned**

F&GP/24/20 FINANCIAL MATTERS.

20.1 **To approve the list of SPC payments for June, July & August 2024.**

Cllr Sharp **proposed, seconded** by Cllr I Alexander that SPC accept the June, July and August 2024 SPC Payment lists. **Agreed**

Clerk to check on what weedkiller is being used – to check that it is ecologically sound

CLERK

CLERK

20.2	Income and Expenditure reports for F&GP, covering June, July and August 2024. Cllr Sharp proposed, seconded by Cllr I Alexander that SPC accepts the F&GP Income and Expenditure reports for June, July and August 2024. Agreed	
20.3	To agree which version of the Rialtus Income and Expenditure Reports SPC will be checking on a monthly basis henceforth. The Chair explained the reasoning behind this council's request for an alternative I&E report, which although showing the main and important details such as annual budget for each separate coding item, and budget spent to date for those items, removes the 'phased' budget planning element which shows variance against expected costs or income to date. On the plus side, however, there is less information which makes it easier to read and some would argue therefore easier to understand. Cllr S Alexander proposed, seconded by Cllr Ballance that F&GP defers this item to allow the other committee members from Community and Planning & Premises at the next available opportunity, to feedback their thoughts to this committee. Agreed	CLERK
20.4	To consider progress on the 2024/25 SPC Action Plan The Clerk summarised the document details, as per supporting papers, and updated on the plan composition and the progress SPC was making with this year's projects. This item was also to discuss the 24/25 Business plan and Finance plan, but these will have to be dealt with at the next meeting as the drafts were not completed. The Clerk and Cllr Johnson to complete the details associated with the last two lines (out of eighteen projects).	CLERK
20.5	Cllr Sharp as F&GP Chair, to report on in-house auditing checks recently carried out. The Chair stated that there were 11 parts to this procedure of internal controls, and that he with the Clerk undertook the following - reconciliation of cashbooks; checking the validity of payments; checking VAT payments and claims; testing a sample of credits /validity of proper processes; Standing Orders/ Finance Regs; expenditure payments; Insurance check; Asset Register – (to be updated at next meeting); and agreeing employment returns to HMRC. He also stated that he hoped to be in attendance at the next interim Internal Audit appointment in early October.	CLERK CLERK / Cllr Sharp
20.6	To agree a request for grant funding from the Allotment Association to cover AGM charge Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agrees a grant for £84.60 to the Steyning Allotment Association. Agreed 5 For, 1 Abstained	D Clerk
20.7	To agree a request for grant funding from St Barnabas House. Cllr Sharp proposed, seconded by Cllr Johnson that SPC agree a grant of £300 for St Barnabas House as per supporting papers. Agreed	CLERK
20.8	To agree the payment for High St. Lamppost testing – to enable Christmas lighting displays. Members discussed why there was a continued need to test street lampposts and checked the process of continuing an arrangement with the previous service provider. Cllr Sharp proposed, seconded by Cllr Ballance that SPC accepts the proposal to pay the lamppost testing service provider {as per amount specified within supporting papers}. Agreed	CLERK
20.9	The SPC budget setting timetable for 2025/26. The Chair outlined the reasoning behind the need to agree the timescale noted within supporting papers. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC accepts this (as per supporting papers) budget setting timeline. Agreed	CLERK
F&GP/24/21	GOVERNANCE AND COMMUNITY MATTERS	
21.1.1	To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree the next message/s for the group to be working on. The group convened on August 28th and agreed an updated representation arrangement for the August farmers market 'surgery'. It also put forward certain recommendations (to be dealt with later on this agenda) concerning social media roll out and other promotional merchandise. This group to discuss an SPC App at the next convening, plus a need to coordinate final arrangements for the	CLERK

21.1.2	attendance for 'Farmers', plus who picks up and drops off supporting material. Cllrs S Alexander & Sharp thought there was also a need for the group to consider information posters being placed on Lampposts near problematic areas with a slogan saying ' <i>See it, Report it, Don't ignore it</i> ' and using QR codes to make reporting easier.	Cllr S Alexander
21.2	To review draft social media postings/ pages and to agree the details of the SPC social media roll out. Members considered the principle of starting this undertaking. Cllr Sharp proposed, seconded by Cllr I Alexander that F&GP recommend that the social media work and plans which have been prepared by the Deputy Clerk for a scheduled roll out, is taken to Full Council for final approval and for publication as soon as possible. Agreed	CLERK
21.3	To consider whether to purchase a pop-up promotional banner and agree content. The Community Engagement Group had suggested that F&GP approve a banner and its design content mainly for use at the Framers Market (as represented within the supporting papers). Members thought this might be useful for inside events, but preferred the concept of a banner instead saying simply ' <i>Steyning Parish Council – Meet your Local Councillors</i> ' or similar. Cllr Sharp proposed, seconded by Cllr Johnson that SPC purchase a banner with 'eyes' so that it can be attached to stall structure and include a simple message and SPC logo & design (as per mentioned within discussion). Agreed	CLERK
21.4	To discuss continued service arrangement with the current SPC internal auditor. Although its generally good practice to look at occasionally changing internal auditors, members further considered that with recent continued questioning of audits costing time and money, it was prudent to continue to use the current, well respected and widely used (within the sector and the district) service provider. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC continue to use the services of Mulberry Local Authority Services Ltd as their internal auditor provider. Agreed	CLERK
21.5	To agree details of the all-member working party which is to be tasked with agreeing project and associated budget priorities for 2025/26. The Chairmen explained the process, content and reasoning for this working party. Cllr Sharp proposed, seconded by Cllr Johnson that SPC create an all-member working party (to be moderated by a third party) which would follow immediately after the next Full Council meeting. Agreed	CLERK
21.6	Chairmans Function – To discuss arrangements for the next Chairmans function. Members considered catering arrangements, preferred date and perhaps new awards categories including <i>Contractor of the Year</i> and <i>Steyning Young Person of the Year</i> . There was discussion about perhaps expanding the event, and it was suggested to take it to Community Engagement Group for further discussion. Cllr Sharp proposed, seconded by Cllr S Alexander that the date for this year's Chairman's Function is to be the 6 th December. Agreed	CLERK CLERK
F&GP/24/22	DATA PROTECTION AND FREEDOM OF INFORMATION	
22.1	Update on SPC Data protection and Freedom of information requests On the 10 th and 11 th June Cllr Campbell put in two Freedom of Information requests, one concerning the High Street toilets and one covering play equipment issues on the MPF. These have been responded to and a review of the decision has been requested so therefore the FOI panel will have to be convened.	FOI Panel
F&GP/24/23	PROGRESS REPORT	
23.1	F&GP/22/67.5 <i>The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with new deputy clerk when in post.</i>	D. CLERK
23.2	F&GP/22/68.3 <i>Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership – This now being dealt with by the Community Committee - Actioned</i>	
23.3	F&GP/24/08.2 <i>CCTV project to be further discussed with contractors on site – Ongoing with Cllr S Alexander working with company to get another on site meeting sorted out.</i>	CLERK & CCTV W. Party

23.4 *F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation – Ongoing with many archived documents to be checked. The Clerk also pointed out that the Clock Tower owner had been in touch to meet on site to potentially discuss details about one-off co-maintenance arrangements – Cllr Sharp as Chairman to also participate in the meeting on site* **Working Party**

F&GP/24/24 INFORMATION/CORRESPONDENCE ITEMS
24.1 None

F&GP/24/25 DATE OF NEXT MEETING – 8th October 2024 @7.30pm.

The Chair closed the meeting at 9.38pm

Signed Date 8th October 2024
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/QCNXvbITl1g>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 8th OCTOBER 2024 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Ballance, I Alexander, M Alexander, and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F &GP/24/26 APOLOGIES FOR ABSENCE

26.1 Apologies were received from Cllrs Sharp, Johnson, Foxwell and Trundle.

F&GP/24/27 DECLARATIONS OF INTEREST AND DISPENSATIONS

27.1 None

F&GP/24/28 QUESTIONS FROM THE FLOOR {in summary}

28.1 None

F&GP/24/29 MINUTES OF PREVIOUS MEETING

29.1 Cllr S Alexander **proposed, seconded** by Cllr I Alexander that the draft minutes of the meeting held on the 10th September 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/30 MATTERS ARISING AND ACTIONS – *These items taken as read*

30.1 Clerk to check & relay to members details of miss-postings on monthly account payments – **Actioned**

30.2 Clerk to check on weedkillers being used by SPC to ensure they are ecologically sound - **Actioned**

30.3 Clerk to take alternative I&E reports to other SPC members and bring back thoughts to F&GP– **Actioned**

30.4 Clerk to complete SPC Business plan, Finance plan & Action plan for next F&GP meeting – **Actioned**

30.5 Clerk to bring updated SPC Asset register back to next F&GP meeting – **See item 32.4**

30.6 SPC to pay grant for Steyning Allotment Association to cover AGM costs – **Actioned**

30.7 SPC to pay grant for St Barnabas House of £300 - **Actioned**

30.8 Clerk to arrange for Steyning High Street Lamp Post testing to be completed – **Actioned**

30.9 Clerk to prepare F&GP Budget papers for 2025/26, for next meeting – **Actioned**

30.10 D. Clerk to arrange Com. Eng. Meeting – SPC App and Lamppost posters to be discussed – **Actioned**

30.11 Cllr S Alexander to prepare draft Lamppost posters for discussion – **Actioned**

30.12 Clerk & Cllr S Alexander to complete new SPC promo banner design and complete purchase – **Actioned**

30.13 Clerk's office to take social media postings recommendation to Full Council for approval – **Actioned**

30.14 All-member SPC projects working party to be convened following next Full Council meeting – **Actioned**

30.15 Clerk and SPC Chair to complete work on order of service for the 2024 Chairmans function – **Actioned**

30.16 Date and initial arrangements inc. list of invitations for Chairmans function confirmed – **Actioned**

30.17 FOI Panel to convene in order to discuss two FOI reviews – **Actioned**

F&GP/24/31 FINANCIAL MATTERS.

31.1 To approve the list of SPC payments for September 2024.

Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC accept the September 2024 SPC Payment list. **Agreed**

31.2 F&GP Income and Expenditure reports for September 2024.

Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the F&GP Income and Expenditure report for September 2024. **Agreed**

31.3 To agree which version of the Rialtas Income and Expenditure Reports SPC will be checking on a monthly basis henceforth. The Chair again explained the reasoning behind this council's request to consider an alternative I&E report, which although showing the main and important details such as annual budget for each separate coding item, and budget spent to date for those items, removes the 'phased' budget planning element which shows variance against expected costs or income to date. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC moves forward with option two (as per supporting papers) and reverts back to consider agreement on non-phased I & E reports henceforth. **Agreed**

CLERK

31.4 To consider updated SPC Business Plan, Finance Plan progress on the 2024/25 SPC Action Plan. The Chair and Clerk summarised the documents amended details, as per supporting papers, and reported on the composition and the progress SPC was making with this year's Action Plan projects. It was noted that in addition to previous years Finance Plan details, the Clerk had added a line showing where projects were going to be funded from, and also informed as to how SPC was spending the available SPC General Reserves as per requested by this Council. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC approves the 2024/25 SPC Business Plan, Finance Plan and Action Plan. **Agreed**

CLERK

31.5 To consider the F&GP budget for 2025/26, as per first draft within supporting papers.

Cllrs discussed the draft papers for the first time – this item to be brought back to the next meeting for further consideration, and for questions to be raised via email if necessary in the meantime.

CLERK

31.6 To agree to proceed with a commitment to complete redecorative/renewal works to the High Street Tower Clock as per previous decisions, and in regard to the scope of work as per supporting papers, and therefore to approve payment for the deposit invoice. Restoration works costing £15,028 + VAT. The Clerk relayed details of the scope of works and how important is the need to work in close conjunction with the Clock Tower owner and Lease holder and their decorators, and the scaffolders. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC accepts the works and asks the Clerk to move things forward, as well as accepting to pay the 30% deposit invoice for £4,508.40 + VAT without delay so that works can commence as soon as possible. **Agreed**

CLERK

F&GP/24/32 GOVERNANCE AND COMMUNITY MATTERS

32.1.1 To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree the next message/s for the group to be working on. Cllrs considered the 'See it, Report it, Don't ignore it' campaign of 7 QR coded posters which promote residents to act for themselves when they see issues that WSCC or HDC ought to be dealing with. The Clerk had raised concerns that SPC needed to be careful not to overdo the distribution of said posters thereby potentially causing a litter issue in its own right, however provided posters were only fixed in position judiciously as and when required, and then only for short periods, members considered this to be both effective and responsible. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC print these A5 posters (as per supporting papers) onto correx boards {at approx. 75p per poster} and distribute where needed. **Agreed**

CLERK

32.1.2	The next issues to be further discussed by the Engagement Committee are to be concerning an SPC APP and the continued development of the SPC website.	CLERK
32.2	To review draft social media postings/ pages and to agree any actions. Members were made aware that after only two weeks, there were currently 254 followers on Facebook alone, with over 4,000 posts viewed and 128 'reactions' – Certainly a success.	CLERK
32.3	To receive notification of External Audit interim notice. Members were informed that the auditors had sent an interim 'holding' notice as they had yet to complete full checks on the 2023/24 AGAR. This document had already been published on the web site for residents.	CLERK
32.4	To agree the updated SPC Asset Register for 2024/25. The Chair and Clerk explained any minor amendments from the previous year's register. Cllr S Alexander proposed, seconded by Cllr Ballance that SPC accepts the updated SPC Asset Register for 2024/25 {and approve it to be published}. Agreed	CLERK
32.5	To consider the next steps following the recent all member working party on SPC future projects. Members discussed the supporting paper which summarised the results of the meeting and pointed out that they felt the working party was well conceived and well run. Cllr S Alexander proposed, seconded by Cllr Ballance that the five councillors who were unable to attend the working party be encouraged to send their thoughts via email concerning future projects, and that subsequently ideas be sorted into categories, brought back to F&GP, then prioritised, and then projects assigned to committees. Agreed	CLERK
32.6	Clerk to confirm Cil money expenditure report and committee to agree actions. Members were made aware that all HDC's Cil contributions over the last six years were to be used to help finance the Chandlers Way Play Area redevelopment - this amounted to £13,130.01, and this had been relayed to HDC officers who agreed this was a good use of the outstanding Cil monies. This left £3,584.37 which was the total SDNP contributions so far accumulated. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC agree the 2023/24 CIL Report, {and that the £13,130.01 Cil funds be used for the play area redevelopment}. Agreed	CLERK
32.7	To agree the draft noticeboard MOU agreement between the Steyning Society and SPC as per supporting papers. This is for the noticeboard which SPC have previously looked after on behalf of the Steyning and District Community Association, and which is located by the north end of the High St. bus shelter. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC accepts the MOU agreement for use of the noticeboard, as presented via supporting papers. Agreed	CLERK
32.8	To agree to the proposals raised by the Steyning Bowls Club as per supporting papers The bowls club asked for support for ideas which included a widened viewing panel cut into the hedge which adjoins the MPF, the installation of a small pétanque court, some hedgerow planting on their north boundary, and to receive a certificate of acknowledgement from SPC regarding their recent successful grant application for enhanced sprinkler system. Members understood the issue with the club needing to find new members and felt they should support the club in their endeavours to help promote new membership if at all possible. Members were made aware that these requests did not affect the terms of the Bowls Lease agreement. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC supports all four requests from the Steyning Bowls Club as per supporting papers. Agreed	CLERK
F&GP/24/33	DATA PROTECTION AND FREEDOM OF INFORMATION	
33.1	Update on SPC Data Protection and Freedom of Information requests The FOI panel met on the 30 th September to consider two Freedom of Information review requests from Cllr Campbell. The members involved had agreed to an outline response and Cllr Sharpe was completing a draft response when he returned from a holiday, which when agreed by the other members, would be sent to Cllr Campbell.	FOI Panel

F&GP/24/34 PROGRESS REPORT

34.1	<i>F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with new deputy clerk when in post.</i>	D. CLERK
34.2	<i>F&GP/22/21.4 Clerk and Chair to attend the next Internal Audit review – dated 16th October</i>	Clerk & Chair
34.3	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site – Ongoing with Cllr S Alexander working with company to get another on site meeting sorted out.</i>	CLERK & CCTV W. Party
34.4	<i>F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation – Ongoing with many archived documents to be checked.</i>	Working Party

F&GP/24/35 INFORMATION/CORRESPONDENCE ITEMS

35.1 None

F&GP/24/36 DATE OF NEXT MEETING – 10th December 2024 @7.30pm.

The Chair closed the meeting at 8.57pm

Signed Date 10th December 2024
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/1Xiy4DtLD7k>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th DECEMBER 2024 AT 7.30PM

Present: Cllrs Sharp (Chairman), S Alexander, Ballance, I Alexander, M Alexander, and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F &GP/24/37 APOLOGIES FOR ABSENCE

37.1 Apologies were received from Cllrs Norcross, Foxwell and Trundle.

F&GP/24/38 DECLARATIONS OF INTEREST AND DISPENSATIONS

38.1 None

F&GP/24/39 QUESTIONS FROM THE FLOOR {in summary}

39.1 None

F&GP/24/40 MINUTES OF PREVIOUS MEETING

40.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 8th October 2024 be agreed as a true and fair record. **Agreed 5 For, 1 Abstained**

F&GP/24/41 MATTERS ARISING AND ACTIONS – *These items taken as read*

41.1 Clerk and Chair to attend the next Internal Audit review – dated 16th October – **Actioned**

41.2 Clerk to ensure preferred I&E reports as agreed at last meeting are for monthly agreement – **Actioned**

41.3 Clerk to ensure newly agreed SPC Business, Finance and Action Plans are published – **Actioned**

41.4 Clerk to bring back updated F&GP draft budget for approval at next meeting – **See Item 42.6**

41.5 Clerk to ensure deposit invoice payment made and to commit to the Town Clock faces renewal – **Actioned**

41.6 Clerk's office to ensure A5 Correx boards printed & given to Wardens for appropriate distribution – **Actioned**

41.7 Bring back SPC App as a likely project for 25/26 – **See item 42.4**

41.8 2023/24 AGAR 'Holding notice' from the external auditor to be published on SPC website – **Actioned**

41.9 2024/25 Asset register to be published on SPC website – **Actioned**

41.10 All member working party notes to be collated and brought back to this committee – **Actioned**

41.11 Cil money use to be confirmed with HDC, plus new SPC Cil report for 24/25 published – **Actioned**

41.12 New Community Association noticeboard MOU to be agreed and signed by all parties – **Actioned**

41.13 Clerk to inform Steyning Bowls club that all four recent requests were acceptable – **Actioned**

41.14 FOI panel to complete response to SPC councillor and then Clerk to send – **Actioned**

F&GP/24/42 FINANCIAL MATTERS.

- 42.1 To approve the list of SPC payments for October 2024.**
Cllr Sharp **proposed, seconded** by Cllr Johnson that SPC accept the October 2024 SPC Payment list. **Agreed**
- 42.2 F&GP Income and Expenditure reports for October 2024.**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure report for October 2024. **Agreed**
- 42.3 To consider amending the 2024/25 SPC Action Plan, subsequent to the recent agreement for SPC to concentrate on a Neighbourhood plan review ahead of original schedule.** The Chair spoke in support of a reassessment of the 24/25 Action Plan targets in the light of the concerted effort which will be, and has already been, required, to fast track a Neighbourhood Plan review process in order to ensure, if at all possible, that housing design codes are in place so as to influence any future developments. Members were made aware that at least two or three of the existing list of projects would likely therefore have to be carried over to the following year in order to facilitate this, and they then proceeded to discuss which were best to delay.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC delay the MPF Play Area renewal, and the Steyning Centre Projector installation project to the following year, with the Climate Action Plan project undertaken to the best extent this year and completed the next. **Agreed** **CLERK**
- 42.4 To discuss the likely SPC projects and/or focus for the year 2025/26 following the recent all member working party on SPC future projects.** The Chair spoke in support of a paper which summarised in table form, the main ideas which were put forward by councillors at the working party, and members then highlighted their priorities and began to strategise a plan to best achieve the councils aims for the following year. It was clear that most of the ideas needed further discussion at various committees and working parties, and then brought back to F&GP. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk summarise the ideas and actions put forward at this meeting, and add detail to the table within the supporting paper and then send out to F&GP members for further comments. **Agreed** **CLERK**
- 42.5 To agree next year's Youth Service expenditure, and to instruct the completion of the next memorandum of understanding for agreement by all affiliated councils.**
Cllr S Alexander reported positively about initial youth session attendances, which had generally been better than expected. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree the sum of money allocated to the Youth Scheme for next year {£32,750.00} is approved {subject to MOU agreement}. **Agreed.** The Clerk to bring back the new MOU to Full Council. **CLERK**
- 42.6 To consider the amended F&GP budget for 2025/26, then as per budget recommendations from the other SPC committees, begin to consolidate the full SPC budget paper for 2025/26.**
Members considered all the financial components involved with both the F&GP budget, and the wider picture covering SPC's consolidated budget, and therefore possible precept request. Notable for future financial discussions will be the ongoing maintenance costs for the joint parishes burial ground commitments, and this will be discussed at Full Council. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that F&GP currently accepts this consolidated budget {thereby agreeing to recommend to Full Council the draft budgets presented as per supporting papers} with final agreement at January F&GP. **Agreed**
- 42.7 Update on the redecorative/renewal works to the High Street Tower Clock.** The Clerk tabled the latest pictures from the contractors who are completing the clock face renewal works. They showed the fact that cracks had appeared in the existing glass fibre clock faces, and the contractors were suggesting that that these needed to be covered or replaced. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk reaches out to the HDC Heritage Officer to ensure the necessary measures are undertaken to establish the renewal works are completed correctly. **Agreed**

42.8	To consider commitment to the new three year Neighbourhood Wardens Contract. Members considered all aspects of the service offered by the Wardens within their discussion. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC support a three year commitment to the Wardens service, subject to support from the other two parish councils {and agreed terms of the contract, and agreement at SPC full Council}, and that the Clerk informs HDC of this commitment. Agreed	CLERK
F&GP/24/43	GOVERNANCE AND COMMUNITY MATTERS	
43.1	To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree recommendations as well as the next message/s for the group to be working on. Cllr S Alexander updated on details from the recent Community Engagement Group meeting. First, the group agreed to recommend an advert, the content and style as per supporting paper. Second, the group recommended a leaflet, again as per supporting papers, which would promote the purchase of an annual parking permit allowing cheaper parking in the Steyning Car Parks. Third, there was some discussion about a new website design and the introduction of an SPC App.	
43.1.1	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agree to the Neighbourhood Plan volunteer advert {as per supporting papers}. Agreed	CLERK
43.1.2	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC proceed to print the parking permit leaflet subject to the revisions noted within this meeting. Agreed	CLERK
43.1.3	Cllr S Alexander to continue work on newly designed website format plus other community engagement promotions and bring back to the Community Engagement group for further discussion.	Cllr S Alexander
43.2	To receive notification of the External Audit Report and Certificate for the year 2022/23, and agree publication, plus payment of associated invoice. Members were made aware of the content of the external auditors end of year report, and were appreciative of the conclusion. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agree to publish the External Audit Report / Certificate, and agree to pay the associated invoice. Agreed	CLERK
43.3	To receive agree to publish the annual SDNP Cil report. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC meets its legal obligation, and publishes the SDNP Cil Report. Agreed	CLERK
43.4	To agree Rialtas 'End of Year' service agreement. The existing agreement is in place until 2026. This item deferred for at least six months, and until such time as a new agreement is required.	
43.5	To consider the request for remote meetings consultation response. This is a request from the government for the Council and individual councillors to respond to this consultation request in consideration of the need for remote meetings. Cllr Sharp proposed, seconded by Cllr S Alexander that each SPC councillor complete a response to this consultation and that also Cllrs supply the clerk with their responses so that a compilation be made and so the clerk can also feedback on behalf of the council based on majority responses. Agreed	CLERK
F&GP/24/44	DATA PROTECTION AND FREEDOM OF INFORMATION	
44.1	Update on SPC Data Protection and Freedom of Information requests The Clerk updated members on the recent FOI request from Mr Cree concerning the High Street Clock Tower. Members confirmed they were in agreement with the Clerks response. This response would be loaded onto the SPC website in due course	CLERK
F&GP/24/45	PROGRESS REPORT	
45.1	<i>F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with new deputy clerk when in post.</i>	D. CLERK
45.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site – Ongoing with Cllr S Alexander working with company to get another on site meeting sorted out.</i>	CLERK & CCTV W. Party

45.3 F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation – **Working Party**
Ongoing with many archived documents to be checked.

F&GP/24/46 INFORMATION/CORRESPONDENCE ITEMS

46.1 None

F&GP/24/47 DATE OF NEXT MEETING – 14th January 2025 @7.30pm.

The Chair closed the meeting at 9.23pm

Signed Date 14th January 2025
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/o0-tzUGnevs>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 11th MARCH 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), S Alexander, Ballance, I Alexander, M Alexander, Norcross and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:31 pm

DRAFT MINUTES

ACTIONS

F &GP/24/48 APOLOGIES FOR ABSENCE

48.1 Apologies were received from Cllrs Foxwell and Trundle.

F&GP/24/49 DECLARATIONS OF INTEREST AND DISPENSATIONS

49.1 Cllr Sharp in item 53.12, as has a Vintage Years connection. Cllr I Alexander in item 53.5 as Chair of Steyping and District Partnership, and would abstain when voting on grant requests.

F&GP/24/50 QUESTIONS FROM THE FLOOR {in summary}

50.1 None

F&GP/24/51 MINUTES OF PREVIOUS MEETING

51.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 10th December 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/52 MATTERS ARISING AND ACTIONS – *These items taken as read*

52.1 Clerk to update and amend the 24/25 SPC Action Plan and bring back to F&GP – **Actioned/ Item 53.4**

52.2 Clerk and Chairman to update and amend the 25/26 proposed projects lists – **Actioned**

52.3 Clerk to draft Youth MOU for next financial year – **Actioned/ See Item 6.6**

52.4 Clerk to draft consolidated SPC budget for 25/26 and bring back to F&GP – **Actioned**

52.5 Clerk to communicate with HDC heritage officer concerning High St Clock redecorative works – **Actioned**

52.6 Clerk to inform HDC regards commitment to Wardens programme for next three years – **Actioned**

52.7 Neighbourhood Plan volunteer advert to be published/ distributed – **Actioned**

52.8 Parking permit leaflets amended, printed and distributed – **Actioned**

52.9 External Audit Report and Notification for 22/23 published – **Actioned**

52.10 The SPC 23/24 SDNP Cil Report to be published on the SPC website – **Actioned**

52.11 Councillors complete a response to the remote meetings consultation, then clerk to compile a response based on majority views and to submit a council response – **Actioned**

52.12 FOI response to be loaded onto SPC website – **Actioned**

52.13 Clock Tower working party to convene in efforts to locate relevant documentation - **Actioned**

52.14 Community Engagement working party to convene to discuss SPC website upgrades – **See item 54.1**

F&GP/24/53	FINANCIAL MATTERS.	
53.1	To approve the list of SPC payments for November 2024, December 2024 and January 2025. Cllr Sharp proposed, seconded by Cllr Ballance that SPC accepts the November '24, December '24 and January '25 SPC Payments lists. Agreed	
53.2	F&GP Income and Expenditure reports for November 2024, December 2024 & January 2025. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure reports for November '24, December '24, and January '25. Agreed	
53.3	To agree 'Earmarking' of SPC reserves as per supporting papers {This item brought forward on the agenda by the Chair so that all financial elements dealt with at the same time} The Clerk explained the nature of SPC Earmarked Reserves and outlined the current position, before members considered the suggested additions, as per supporting papers, plus an additional earmarking of unspent Youth Service funds was proposed by Cllr S Alexander. Cllr Sharp proposed, seconded by Cllr I Alexander that SPC agree to earmark the £3,000 funds from the 'Essential Tree Fund' budget for tree works, and earmark the unspent £1,500 from the 'Town Improvement' budget for MPF project, and earmark any remaining 'Youth service' budget to hold as a Youth service reserve for 25/26. Agreed	CLERK
53.4	2024/25 SPC Action Plan Report. The Clerk updated on the progress so far this year. Two of the 17 project lines were completed. Five of the remaining projects are almost done. All others have varying progress recorded. Clerk to check why new <i>Climate Action</i> page has not been uploaded on website. Clerk also to bring back the idea of installing spotlights for the clock tower to a future agenda	CLERK CLERK
53.5	To consider a number of grant applications for possible SPC support as per detailed within supporting papers. The Clerk had produced a seven page document detailing the five grant requests, while also noting that there was £1,382 left in this budget, and that this was the last opportunity for these funds to be allocated before {financial} years end.	
53.5.1	Cllr Sharp proposed, seconded by Cllr Norcross to agree a grant request from the Steyning Community Orchard for £100 to cover public liability insurance costs of the groups work. Agreed	CLERK
53.5.2	Cllr Sharp proposed, seconded by Cllr S Alexander to agree a grant request from the Steyning & District Community Partnership for £400 to cover publicity and running costs for the Vintage Revival event. Agreed, 6 For, 1 abstained	CLERK
53.5.3	Cllr Sharp proposed, seconded by Cllr Ballance to agree a grant request from the Steyning & District Community Partnership for £350 to cover running costs for the Steyning Country Fair. Agreed, 6 For, 1 abstained	CLERK
53.5.4	Cllr Sharp proposed, seconded by Cllr Norcross to agree a grant request from the Steyning Area First Responders to enable extending defibrillator sponsorship {located by Steyning Centre entrance} for another year at a cost of £125. Agreed	CLERK
53.5.5	Cllr Sharp proposed, seconded by Cllr Ballance to agree a grant request from the 4Sight Vision organisation, for £390 to enable support for 6 sight impaired Steyning based clients for a year. Agreed	CLERK
53.6	To consider a possible hand over of the 3 x digital screens installations from HDC. {This item brought forward by the Chair} This was an offer of a non-expenditure asset transference of these screens from Horsham District Council. Supporting papers detailed the likely replacement and maintenance costs. The District Partnership's Visitor and Tourism Team remained positive and resolute in their determination to utilise the provision and agreed they would update the content regularly as it would be based upon their 'Visit Steyning' website narrative. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC acquire the three digital screens from HDC, and try and acquire the spare parts; add these assets to SPC insurance; let Steyning and District Partnership use them; and review the situation in a years' time. Agreed	CLERK

53.7	To consider the Cricket Club's future Lease arrangements and need for amendment and renewal of this Lease in the light of the Clubs desire to have the clubhouse redeveloped. The Chair had completed a lot of research into the matter and reported many aspects which members needed to consider in relation to the request. Research included NALC legal topic notes concerning installations on open space with Village Green status. The parameters of the Lease including hours and type of business proposed, any limitations to the footprint of the building, as well as Lease duration. Also a factor to be discussed would be understanding any potential building disposals policy. Finally, it was accepted that it would be unfair for the Club to go too far with this venture, without the Council having first established a clearer position.	CLERK
53.7.1	Cllr Sharp proposed, seconded by Cllr Norcross that the Clerk is instructed to brief the SPC lawyers as soon as possible to establish what Lease options are possible, and what are the pros and cons of each option. Agreed	CLERK
53.7.2	Cllr Sharp proposed, seconded by Cllr Norcross that the Clerk is also instructed to obtain advice from WSCC legal officers as to the details of WSCC property disposal policies. Agreed	CLERK
53.7.3	Cllr Sharp proposed, seconded by Cllr Norcross that the Clerk is instructed to contact NALC to investigate further the legal advice that lay behind Legal note LTN 56. Agreed	CLERK
53.8	MPF Licence for trading agreement request as per supporting papers. Cllr Sharp proposed, seconded that SPC approve permission for this vendor. Agreed	CLERK
53.9	To consider the new draft Wardens three year contract. SPC had already agreed the three year MOU for this contract. Members had had the supporting papers for a number of months, and these papers detailed eleven amendments to the previous three year agreement. The Chair spoke in support of all the amendments suggested, plus noted the increased clarity of information put forward in the new appendices'. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC approve the new draft wardens three year contract {2025 to 2028}. Agreed	CLERK
53.10	Report on the Town Clock, and Tower renovations, and to recommend for payment the associated invoices. The Clerk updated members on the project, which started in October 24 and was completed at the beginning of March 2025. The coordination of the many different parties including tower owner; the leaseholder; the scaffolders; the decorators; and the clock face and mechanism contractors, had not been easy but ultimately the collaboration was very successful. One aspect that members had called for clarification on was to ensure that Horsham District Councils Senior Conservation Officer was happy for the renewal of clock faces to continue as per the contractors altered specification, that is, that aluminium replace the glass fibre clock face, but suggested that the Parish Council research the longer term notion of replacement to hard wood when the redecoration be next considered.	
53.10.1	Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC pay the invoice to cover 50% scaffolding and permit charges costing £1,650.00, plus payment of adaptation works to scaffolding structure costing £300. Agreed	CLERK
53.10.2	Cllr S Alexander proposed, seconded by Cllr I Alexander that this committee recommends to SPC Full Council the payment of the final restoration works invoice to Smiths of Derby for £12,623.52. Agreed	CLERK
53.10.3	Cllr S Alexander proposed, seconded by Cllr Ballance that SPC install a double socket in the tower {to facilitate possible future camera project}. Agreed	CLERK
53.10.4	Cllr Norcross proposed, seconded by Cllr I Alexander that it should be the intention of SPC to be able to publish a strategy for the future of the clock tower with an intended long term solution. Agreed	CLERK
53.11	To approve Vintage Years annual grant request Cllr Norcross proposed, seconded by Cllr S Alexander that SPC approve the annual grant of £1,500 for the Vintage Years group. Agreed	CLERK

F&GP/24/54 GOVERNANCE AND COMMUNITY MATTERS

54.1 To consider the work undertaken, following the meeting and recommendations from the Community Engagement Group, and to agree the next message/s for the group.

The Clerk had distributed publicity designs initially produced by Cllr S Alexander, and then considered and amended by the Community Engagement Group at its last meeting.

54.1.1 Cllr S Alexander proposed, seconded by Cllr M Alexander that SPC publish the announcement about the refurbishment of the High Street Clock as a half page advertisement in *Your Steyning*. Agreed **CLERK**

54.1.2 Cllr Sharp proposed, seconded by Cllr Norcross that two A3 signs, {with text detailing conservation work and promoting use of dog bins} be purchased for Abbey Road, and for volunteers to install, to a cost of up to £100. Agreed **CLERK**

54.1.3 Cllr Sharp proposed, seconded by Cllr Ballance that a Wardens social media promotion {titled 'Who to call and when'} be put out by the Clerk's office on a monthly basis, henceforth. Agreed **CLERK**

54.1.4 It was suggested that the Community Engagement Group begin to focus on method and timeline of SPC's future consultation requirements, especially involving CCTV. **CLERK**

54.2 Consultation response to be considered and agreed for a Permissive Path proposal **CLERK**
An email was sent to SPC from the WSCC Senior Rights of Way Officer by way of a consultation request relating to a proposed permissive cycle route affecting footpaths 2731, 2776 and 3203 in the parishes of Steyning and Upper Beeding. This route affectively joining Kings Barn Lane via the White Bridge to Salting's Way in Upper Beeding. Cllr Sharp **proposed, seconded** by Cllr M. Alexander that SPC send a letter in support of this permissive path proposal. **Agreed**

54.3 To agree a letter of support to accompany a grant application to the South Downs National Park in relation to the Interpretation Boards project on the MPF. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr M Alexander that SPC writes a letter of support for the SDNP grant application and indicates that it also agrees permission for the installation to occur on its land. **Agreed**

F&GP/24/55 PROGRESS REPORT

55.1 F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with deputy clerk. **D. CLERK**

55.2 F&GP/24/08.2 CCTV project to be further discussed with contractors on site – Ongoing, with Cllr S Alexander working with new company to coordinate another on site meeting. **CLERK & CCTV W. Party**

F&GP/24/56 INFORMATION/CORRESPONDENCE ITEMS

56.1 None

F&GP/24/57 DATE OF NEXT MEETING – 13th May 2025 @7.30pm.

The Chair closed the meeting at 9.37pm

Signed Date 13th May 2025
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/nmR4o3kegok>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22nd JULY 2024 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, M Alexander, Ballance, Foxwell, Johnson, Lloyd, Hanson

Members of the public: None

Clerks: John Fullbrook, Leanne Poole

MINUTES

P24/26 APOLOGIES

26.1 Apologies were received from Councillor Young.

P24/27 DECLARATIONS OF INTEREST

27.1 None

P24/28 QUESTIONS FROM THE FLOOR

28.1 None

P24/29 MINUTES - To agree Planning & Premises minutes of the meeting of Monday 24th June 2024.

29.1 Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the minutes of Monday 24th June 2024 as a true and fair record of the meeting. **Agreed.**

P24/30 MATTERS ARISING AND ACTIONS (taken as read)

30.1 Flat Roof – Ongoing. The contractor has informed he will carry out the work as soon as possible weather permitting. This will be completed on Monday 5th August.

30.2 Response Letter - The Clerk has amended the response letter as requested, and it's been agreed by members. Now to be sent to residents as appropriate.

P24/31 PLANNING APPLICATIONS

31.1 DC/24/0818 – The Nook, Wykeham Close - Replacement of two windows on the side elevation. Cllr Trundle **proposed, seconded** by Cllr Hanson. **No objection. Agreed.**

31.2 DC/24/0935 – 10 Coxham Lane – Erection of front porch and single storey flat roof extension. Cllr Trundle **proposed, seconded** by Cllr Ballance. **No objection. Agreed.**

31.3 DC/24/0997 – Chantryside, Church Street - Surgery to 1 x Pyracantha, 3 x Yew, 1 x Bay, 1 x Lilac, 1 x Jasmine, 1 x Viburnum, 1 x shrub, 1 x Hazel, 2 x Laylandi (Work to Trees in a Conservation Area) Cllr Trundle **proposed, seconded** by Cllr Alexander. **No objection. Agreed.**

- 31.4 DC/24/1012 – 1 Shooting Field** – Conversion of existing garage to living accommodation and other minor alterations further to approved development ST/16/03 (Retrospective)
Cllr Trundle **proposed, seconded by** Cllr Johnson. **No objection. Agreed.**
- 31.5 DC/24/0825 – High Street, Steyning** – Erection of 3 no free standing 6m high columns with 5noWiFi Wireless Access Points. This application had been discussed by councillors via email and a decision made in order to meet the HDC consultation deadline.
Cllr Young **proposed, seconded by** Cllr Trundle: While the SPC Planning committee supports a plan to improve WiFi in the High Street, the siting of two of the poles appears to be inappropriate and it feels this requires further consideration. It requests an “on site” meeting with the Planning Officer to discuss the options within this sensitive conservation area street scene. **Agreed.**
- P24/32 LATE PLANS**
- 32.1 DC/24/0912 - 64 High Street Steyning** - Removal of a single skin brick wall, 500mm wide by 2,5m tall to the front right of the building to gain access between 64 and the neighbouring property. Removal of waste and replacement with access gate for future maintenance. (Listed Building Consent)
Cllr Hanson **proposed, seconded by** Cllr Ballance. **No objection** but councillors suggested that the gutters are cleaned and spikes added to the roof to deter pigeons. **Agreed.**
- P24/33 PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 33.1 DC/24/0624 – 50 Goring Road, Steyning, BN44 3GF.** Description: Variation to conditions 1, 7, 8, and 9 of previously approved application DC/18/1661 (Amendment of Condition 1 to previously permitted application DC/17/2567 (Demolition of existing two-storey dwelling and erection of two new semi-detached dwellings, with associated parking and landscaping.) To allow for minor design changes. External south-west wall and windows amended) Variation sought to allow for minor revised car parking design
- 33.2 DC/24/0744 – 43 Breach Close, Steyning, BN44 3RZ.** Description: Erection of a single storey extension to front of house.
- P24/34 ENFORCEMENT NOTIFICATIONS**
- 34.1** None
- P24/35 CLERKS REPORT FOR THE STEYNING CENTRE**
- 35.1 Bookings** – Bookings have decreased for the recess as is usual for July and August. The Coombe Court and Saxon Room floors are due to be repolished in August. The monthly expected income for July is £4616.64.
- 35.2 Film nights** – In June, the film was Wicked Little Letters. 111 tickets were sold. Once all the expenditures have been taken out, the total profit is £143.66. The next film is Driving Madeleine and tickets are on sale now.
- 35.3 Finance** – To consider income and expenditure reports for April and May 2024.
Cllr Trundle **proposed, seconded by** Cllr Johnson that SPC accepts the planning and premises income and expenditure reports for April and May 2024. **Agreed.**
- P24/36 CORRESPONDENCE/INFORMATION.**
- 36.1** None at time of publication.

P24/37 **DATE OF NEXT MEETING** - Monday 19th August 2024 at 7.30pm
The Chairman closed the meeting at 7.59

Signed Chairman

Link for this meeting - <https://youtu.be/Om8fej1EZRE>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 19TH AUGUST 2024 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, M Alexander, Young, Ballance, Foxwell, Johnson

Members of the public: None

Clerks: John Fullbrook, Leanne Poole

MINUTES

P24/38 APOLOGIES

38.1 Apologies were received from Cllrs Hanson and Lloyd.

P24/39 DECLARATIONS OF INTEREST

39.1 None

P24/40 QUESTIONS FROM THE FLOOR

40.1 None

P24/41 MINUTES - To agree Planning & Premises minutes for the meeting of Monday 22nd July 2024.

41.1 Cllr Trundle **proposed, seconded** by Cllr Ballance to accept the minutes of Monday 22nd July 2024 as a true and fair record of the meeting. **Agreed.**

P24/42 MATTERS ARISING AND ACTIONS (taken as read)

42.1 **Flat Roof** – The work to the roof was completed on 7th August 2024.

42.2 **Response Letter** - The Clerk has amended the response letter as requested, and it's been agreed upon by members. All responses to residents have been sent. SPC has been informed that the date of the hearing has been brought forward to September. HDC Cllr Victoria Finnegan proposed that a representative from Steypning Parish Council be nominated to attend the hearing. The Clerk will follow up to obtain further details.

P24/43 PLANNING APPLICATIONS

43.1 **DC/24/1122 – 91 Kings Stone Avenue** - Erection of a single storey rear extension. Cllr Trundle **proposed, seconded** by Cllr Foxwell. **No objection. Agreed.**

43.2 **DC/24/1141 – Court Mill, Mill Road** - Surgery to 1x Conifer Hedge, 1x Prunus Species, 1x Willow, 3x Willow Stumps, 2x Elms, 1x Stump, 1x Cherry/Rose. (Works to Trees in a Conservation Area). Cllr Trundle **proposed, seconded** by Cllr Alexander. **No objection, subject to agreement by the HDC Arboricultural Officer. Agreed.**

P24/44 LATE PLANS
44.1 None at time of printing.

P24/45 PLANNING DECISIONS FROM HDC and SDNP

Permitted

- 45.1** **DC/24/0585** – 9 Laines Road, Steyning, West Sussex, BN44 3LL. Description: Reconstruction of existing garage to form storage and ancillary living space for the main house.
- 45.2** **DC/24/0810** – 12 Kings Barn Lane, Steyning, West Sussex, BN44 3YR. Description: Part demolition of conservatory and erection of a single storey rear extension.
- 45.3** **DC/24/0729** – Ashburton, High Street, Steyning, West Sussex BN44 3GG. Description: Surgery x1 Horse Chestnut (works to trees in conservation area).
- 45.4** **DC/24/0816** - Bidlington Cottage, High Street, Steyning, West Sussex, BN44 3GG. Description: Fell 3x Leylandii (Works to Trees in a Conservation Area).
- 45.5** **DC/24/0849 / DC/24/0850** - Wappingthorn Manor, Horsham Road, Steyning, BN44 3AA. Description: Renovation of existing bothy, erection of a replacement garage, creation of new parking area, erection of garden store, glass house, and works to existing pool building, and associated landscaping. This relates to planning application and listed building consent.
- 45.6** **DC/24/0851** - 62 High Street, Steyning, West Sussex, BN44 3RD. Description: Installation of handrails to both sides of existing front entrance (Listed Building Consent).

Withdrawn

- 45.7** **DC/24/0825** - Erection of 3 no free standing 6m high columns with 5 no WiFi Wireless Access Points.
- 45.8** **DC/24/0222** - The Chantry House, 34 Church Street, Steyning, West Sussex, BN44 3YB. Description: Installation of through floor lift, in previous position of removed lift (Listed Building

P24/46 ENFORCEMENT NOTIFICATIONS

- 46.1** **EN/24/0297** – 29 Farnfold Road, Steyning, West Sussex, BN44 3SN. Alleged: Erection of side extension without planning permission.

P24/47 CLERKS REPORT FOR THE STEYNING CENTRE

- 47.1** **Bookings** – The monthly expected income for August is £2,333.94.
- 47.2** **Film Nights** – In July, the film was *Driving Madeleine*. 67 tickets were sold, totalling £402. Once all the expenditures had been taken out, the deficit was £26.01. The next film is *Back to Black* and tickets are on sale now.
- 47.3** **Finance** – To consider income and expenditure reports for June and July 2024. Cllr Trundle **proposed, seconded by** Cllr Johnson that SPC accepts the planning and premises income and expenditure reports for June and July 2024. **Agreed.**

P24/48 CORRESPONDENCE/INFORMATION.

48.1 None at time of publication.

P24/49 DATE OF NEXT MEETING - Monday 23rd September 2024 at 7.30PM
The Chairman closed the meeting at 7.52PM.

Signed Chairman

Link for this meeting - <https://youtu.be/eXLUGM6xOuM>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23rd SEPTEMBER 2024 AT 7.30PM AT THE STEYPING CENTRE.

Present: Cllrs Trundle, M Alexander, Young, Ballance, Foxwell, Johnson, Hanson

Members of the public: 1

Clerk: Leanne Poole

MINUTES

- P24/50 APOLOGIES** – to receive apologies and reasons for absence.
50.1 Apologies were received from Cllr Lloyd.
- P24/51 DECLARATIONS OF INTEREST** – to receive Councillors declarations of interest in items on the agenda
51.1 None.
- P24/52 QUESTIONS FROM THE FLOOR**
52.1 None.
- P24/53 MINUTES** – to agree and sign the Planning & Premises minutes of the meeting on Monday 19th August 2024 as a true and fair record.
53.1 Cllr Trundle **proposed, seconded by** Cllr Ballance to accept the minutes of Monday 19th August 2024 as a true and fair record.
- P24/54 MATTERS ARISING AND ACTIONS**
54.1 **Response Letter** – The Clerk amends the response letter as agreed, and then sends this letter to residents as appropriate. **Actioned.**
- P24/55 NOTIFICATION OF PLANNING APPLICATIONS DISCUSSED BY EMAIL DUE TO DEADLINE**
55.1 **DC/24/0919– 72 Kings Stone Avenue** – Erection of a single storey rear extension.
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection. Agreed.**
55.2 **DC/24/1169 – 64 High Street** – Installation of 1x externally illuminated fascia sign, 1x internally illuminated hanging sign and window (building within a Conservation Area). See 55.3.
55.3 **DC/24/1173 – 64 High Street** – Installation of 1x externally illuminated fascia sign, 1x internally illuminated hanging sign and window stickers (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Young. **Objection** - SPC strongly object to all the signage proposals including the window stickers on the grounds that they are totally out of keeping within a Conservation Area and as a listed building. Also, SPC feels that the HDC Conservation Officer be consulted about these plans. **Agreed.**

P24/56 PLANNING APPLICATIONS

- 56.1 DC/24/1170 – Primrose Cottage, Horsham Road** – Erection of detached double garage following the demolition of the existing garage.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed**
- 56.2 DC/24/1239 – 3 Newham Lane** – Erection of a single storey rear extension, erection of a pergola to the rear elevation, installation of cladding to the first floor and changes to fenestration.
Cllr Trundle **proposed, seconded by Cllr Foxwell. No objection. Agreed**
- 56.3 CA/24/0009 – St Johns, Jarvis Lane** – Fell 1x Holly and 1x Scots Pine (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection based on new tree and shrub replanting with native species. Agreed**
- 56.4 CA/24/0010 – Penns Cottage, Horsham Road** – Surgery to 1x Spruce and Fell 1x Tree of Heaven and 1x Fan Palm (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr Alexander. No objection. Agreed**
- 56.5 DC/24/1334 – 75 High Street** – Roofing repairs, replacement of rooflight, damp and timber treatments and electrical rewiring (Listed Building Consent).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed**

P24/57 LATE PLANS

- 57.1 DC/24/1415 – 3 Gatewycke Terrace** – Installation of solar panels to the south elevation pitched roof.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed**
- 57.2 DC/24/1349 – 29 Kings Stone Avenue** – Demolition of existing side garage and erection of a two storey side and rear extension. Installation of three rooflights to front elevation.
Cllr Trundle **proposed, seconded by Cllr Alexander. Objection on basis of over development of small semi detached chalet bungalow which would impinge on the attached bungalow. Agreed.**
- 57.3 DC/24/1368 - 47 Hills Road** - Erection of a part two storey and single storey rear extension. Alterations to boundary fence.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed**

P24/58 PLANNING DECISIONS FROM HDC and SDNP

58.1 Permitted

- DC/24/0847** - 33 Penlands Vale, Steyning, West Sussex, BN44 3PL. Description: Garage conversion into dining space and erection of a single storey side extension and relocation of existing front door.
- 58.2 DC/24/0897** - Cedar Cottage, De Braose Way, Bramber, West Sussex, BN44 3FD. Description: Surgery x1 Cedar
- 58.3 DC/24/0909** - Wappingthorn Manor, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: External Repairs to Stonework, Brickwork, Roof and Rainwater Goods (Listed Building Consent)
- 58.4 DC/24/0918** - Dingemans Court, Shooting Field, Steyning, West Sussex, BN44 3RU. Description: Surgery x1 Silver Maple

- 58.5 **DC/24/0935** - 10 Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Erection of front open porch and single storey flat roof rear extension.
- 58.6 **DC/24/0912** - 64 High Street, Steyning, West Sussex, BN44 3RD. Description: Removal of a single skin brick wall, 500mm wide by 2,5m tall to the front right of the building to gain access between 64 and the neighbouring property. Removal of waste and replacement with access gate for future maintenance. (Listed Building Consent)

- 58.7 **DC/24/1122** - 91 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Erection of a single storey rear extension.

P24/59 ENFORCEMENT NOTICES

- 59.1 None.

P24/60 TO REVIEW SPC COMMENTS FOR HDC PLANNING SOUTH COMMITTEE REPRESENTATION

- 60.1 To discuss and agree statement content to reflect SPC views on planning application DC/21/2233 (Land North of Glebe Farm and Kings Barn Lane)
Cllr Trundle **proposed, seconded** by Cllr Young that Cllr Johnson is delegated to make the agreed amendments and circulates the response to the committee before presenting it to the HDC South Committee on 26th September 2024.

P24/61 DEPUTY CLERK'S REPORT FOR STEYNING CENTRE

- 61.1 **Bookings** – A new weekly U3A table tennis booking started in September and all regular bookings are now back. The monthly expected income for September is £4906.39
- 61.2 **Film nights** – In July, the film was *Back to Black*. 56 tickets were sold, totalling £336. Once all the expenditures had been taken out, the deficit was £54.40. The next film is *The Fall Guy* and tickets are on sale now.
- 61.3 **Coombe Court and Saxon Room Floor** – Works to the floors in the Saxon Room and Coombe Court were completed. The cost was £4540.00 They have advised that in 2026, the floor will need to be sanded to remove the dents and deep scratches and this is likely to be in the region on £12,000. Deputy Clerk now has the spec and will go out to two other companies to gather quotes. Cllr Ballance raised the question of how many times the floor had been refurbished. Deputy Clerk to investigate and bring back to next meeting.

P24/62 FINANCE - Income and Expenditure Reports for August 2024

- 62.1 Cllr Trundle **proposed, seconded** by Cllr Alexander that SPC accepts the planning and premises income and expenditure reports for August 2024. **Agreed**
- 62.2 Deputy Clerk stated budget setting would be dealt with at next meeting.

P24/63 CORRESPONDENCE/INFORMATION

- 63.1 None.

P24/64 DATE OF NEXT MEETING – Monday 28th October at 7.30pm
The Chairman closed the meeting at 8.52pm

Signed Chairman
Link for this meeting - <https://youtu.be/YEvdGwiuS1A>

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28th OCTOBER 2024 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Lloyd, M Alexander, Young, Ballance, Johnson

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/65 APOLOGIES

65.1 Apologies were received from Cllrs Foxwell and Hanson.

P24/66 DECLARATIONS OF INTEREST

66.1 None.

P24/67 QUESTIONS FROM THE FLOOR

67.1 None.

P24/68 MINUTES – to agree the Planning & Premises minutes of the meeting on Monday 23rd September 2024.

68.1 Cllr Trundle **proposed, seconded by** Cllr Young to accept the minutes of Monday 23rd September 2024 as a true and fair record. **Agreed.**

P24/69 MATTERS ARISING AND ACTIONS

69.1 Coombe Court and Saxon Room floors – Deputy Clerk to gather quotes for the re-sanding of the floors in 2026. Deputy clerk reported that 4 companies have been approached for quotes and these are now awaited.

P24/70 NOTIFICATION OF PLANNING APPLICATIONS DISCUSSED BY EMAIL DUE TO DEADLINE

70.1 DC/24/1417– Doves Place, Coxham Lane – Fell 1x Beech.

Cllr Trundle **proposed, seconded by** Cllr Young. **No objection** – Subject to confirmation from the HDC Arboriculturist that the tree is diseased, and as this is a TPO covered tree, that details are given of a suitable replacement tree to be planted. **Agreed.**

70.2 CA/24/0021 – 4 Norfolk Cottages - Surgery to 1x Silver Birch (Works to trees in a conservation area) Cllrs have agreed **no objection** to this application.

P24/71 PLANNING APPLICATIONS

- 71.1 CA/24/0024 – Gatewick, Church Lane** - Surgery to 6x Common Holly and 1x English Yew, and Fell 1x Southern Catalpa and 1x Sweet Chestnut (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 71.2 CA/24/0025 – Gatewick, Church Lane** - Fell 2x Ash, 3x Sycamore, 1x Chinese Poplar, 2x Field Maples, 1x Sweet Chestnut, 1x Willow, and Surgery to 4x Laurel and 2x Hawthorn (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr M Alexander. No objection subject to notification of replanting – Agreed 5 for and 1 against.**
- 71.3 CA/24/0026 – Penfold Cottage, 30 High Street** - Fell 1x Tree of Heaven and 1x Oak (Works to trees in a conservation area)
Cllr Trundle **proposed, seconded by Cllr Young. OBJECTION on the basis of lack of information to make a decision. Agreed.**
- 71.4 CA/24/0028 - 8 High Street** - Surgery to 1x Taxus Yew (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr M Alexander. No objection. Agreed.**
- 71.5 DC/24/1534 - Huddlestone Farm, Horsham Road** - Creation of an access track.
Cllr Trundle **proposed, seconded by Cllr Ballance. OBJECTION on the basis that the concerns raised by the representation letter by Nutwood House and lack of clarity of the proposed access road changes. Agreed 5 for and 1 abstention.**
- 71.6 DC/24/1537 – 2 Thornscroft** - Replacement of existing single storey timber porch with new masonry porch and erection of a first floor extension over. Demolition of existing summerhouse and pergola and erection of a single storey rear extension.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed.**
- 71.7 CA/24/0033 - 10 Gatewycke Terrace, Tanyard Lane** - Surgery x2 Silver Birch (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr M Alexander. No objection. Agreed.**
- 71.8 DC/24/1560 – Gatewick, Church Lane** - Surgery to group of Tilia Platyphyllos and Fagus Sylvatica Purpurea, 1x Fagus Sylvatica Purpurea, and group of Populus x Euroamericana. Fell 1x Sorbus Intermedia and 2x Acer Platanoides.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection, subject to visit by the HDC Arboricultural Officer. Agreed.**
- 71.9 DC/24/1532 - The Courtyard, Oak House, Elm Grove Lane** - Alteration to window on the rear elevation.
Cllr Johnson **proposed, seconded by Cllr Trundle. No objection. Agreed.**

P24/72 LATE PLANS

- 72.1 DC/24/1591 - Gatewick, Church Lane** - Replacement and restoration of the access points and gates to Gatewick House. (Householder Application).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No Objection - Agreed 5 for and 1 abstention.**
- 72.2 DC/24/1592 - Gatewick, Church Lane** - Replacement and restoration of the access points and gates to Gatewick House. (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No Objection - Agreed 5 for and 1 abstention.**
- 72.3 DC/24/1609 - 75 High Street-** Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Householder)
Cllr Trundle **proposed, seconded by** Cllr Johnson. **No Objection - Agreed 5 for and 1 abstention.**
- 72.4 DC/24/1610 - 75 High Street-** Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Listed Building Consent)
Cllr Trundle **proposed, seconded by** Cllr Johnson. **No Objection - Agreed 5 for and 1 abstention.**
- 72.5 CA/24/0037 – St Andrews Parish Church** - Surgery to 2x Portuguese Laurel, 2x Mixed Group, 1x Horse Chestnut, 3x Irish Yew, 1x Cupresses, 1x Ivy, 1x Yew, and Fell 1x Hawthorn within a Mixed Group, 1x Holm Oak, and 1x Yew (Works to Trees within a Conservation Area)
Cllr Johnson **proposed, seconded by** Cllr M Alexander. **No objection. Agreed.**

P24/73 PLANNING DECISIONS FROM HDC and SDNP

- 73.1 Permitted**
DC/24/0459 - Springwells Bed and Breakfast, 9 High Street, Steyning, West Sussex, BN44 3GG. Description: Removal of part of boundary wall to the south of the property (retrospective) (Listed Building Consent).
- 73.2 DC/24/0507** - Doves Place, Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Surgery x1 Pine
- 73.3 DC/24/0818** - The Nook, Wykeham Close, Steyning, West Sussex, BN44 3GR. Description: Replacement of two windows on the side elevation.
- 73.4 DC/24/1141** - Court Mill, Mill Road, Steyning, West Sussex, BN44 3LN. Description: Surgery to 1x Conifer Hedge, 1x Prunus Species, 1x Willow, 3x Willow Stumps, 2x Elms, 1x Stump, 1x Cherry/Rose. (Works to Trees in a Conservation Area).
- 73.5 DC/24/0919** - 72 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Erection of a single storey rear extension
- 73.6 DC/24/1170** - Primrose Cottage, Horsham Road, Steyning, West Sussex, BN44 3AB. Description: Erection of detached double garage following the demolition of the existing garage.
- 73.7 Refused**
SDNP/24/01998/HOUS - Great Drove Farm, Bostal Road, Steyning, West Sussex, BN44 3PD. Description: Demolition of existing conservatory and erection of single-storey extensions.

P24/74 ENFORCEMENT NOTICES

74.1 None.

P24/75 TO DISCUSS GREEN BUILDING GUIDELINES - To discuss how SPC should be considering these in future.

75.1 Cllrs discussed these being relevant to future developments where SPC would be expecting applications to follow the green agenda and to keep guidelines in mind for future developments.

P24/76 DEPUTY CLERK'S REPORT FOR STEYNING CENTRE

76.1 **Bookings** – The projected income for October is £6,657.35. This figure has been positively influenced by several major events hosted through our regular customers.

76.2 **Film nights** – The film for October was *The Fall Guy*. 60 tickets were sold, totalling £360. Once all the expenditures had been taken out, the deficit was £34.50. The next film is *The Trouble with Jessica* and tickets are on sale now.

76.3 **Entrance Doors** - The council are currently looking into upgrading the existing doors at the entrance to The Steyning Centre. Deputy Clerk is in the process of gathering quotes and advice from several local companies to ensure the best option for quality and budget.

76.4 **Heating System Upgrade** - Heatcraft has been scheduled for a visit on the 29th of October to assess and discuss potential upgrades to our heating and air conditioning system. This will ensure there is an efficient system in place for the coming seasons.

76.5 **Stage Curtains in Coombe Court** - Options are being explored to replace the curtains in Coombe Court, which were lost due to a faulty mechanism. Solutions are being considered and updates will be given when there is more information.

76.6 **Roof leak** - There was a small leak in the roof during the recent heavy rain. The caretaker inspected it and believed the leak was due to ill-fitting fixtures around the skylight. He has fixed the issue, and it will be continued to be monitored.

76.7 **First aid courses** - First aid courses are being explored for staff members.

P24/77 FINANCE - Income and Expenditure Reports for September 2024 –

77.1 Cllr Trundle **proposed, seconded by** Cllr Ballance that SPC accepts the planning and premises income and expenditure reports for September 2024. **Agreed.**

77.2 **To consider the Premises budget 2025/26 as per supporting papers.**

The proposed budget for 2025/26 was circulated to all councillors and will be brought back to the next meeting for approval.

P24/78 CORRESPONDENCE/INFORMATION

78.1 None.

P24/79 DATE OF NEXT MEETING – Monday 25th November at 7.30pm

The Chairman closed the meeting at 9:20pm

Signed Chairman

Link for this meeting - <https://youtu.be/27ma124jrjg>

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25th NOVEMBER 2024 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Lloyd, M Alexander, Young, Ballance, Johnson, Foxwell

Members of the public: None

Clerk: John Fullbrook, Leanne Poole

MINUTES

P24/80 APOLOGIES

80.1 Apologies were received from Cllr Hanson.

P24/81 DECLARATIONS OF INTEREST

81.1 There was a declaration of personal interest from Cllr Johnson in consideration of agenda item 6.1, in that she is acquainted with the owner of the property.

P24/82 QUESTIONS FROM THE FLOOR

82.1 None.

P24/83 MINUTES – to agree the Planning & Premises minutes of the meeting on Monday 28th October 2024.

83.1 Cllr Trundle **proposed, seconded by** Cllr Johnson to accept the minutes of Monday 28th October 2024 as a true and fair record. **Agreed.**

P24/84 MATTERS ARISING AND ACTIONS

84.1 **Coombe Court and Saxon Room floors** – Deputy Clerk to gather quotes for the re-sanding of the floors in 2026. Deputy clerk reported that three companies have been approached for quotes – two have been received and one is awaited.

P24/85 PLANNING APPLICATIONS

85.1 **CA/24/0041** - The Maltings, Church Street - Surgery to 2x Yew (Works to Trees within a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection – Agreed 6 for and 1 abstention.**

85.2 **DC/24/1671** – 42 Penfold Way - Demolition of existing conservatory and erection of a single storey side extension.
Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection. Agreed.**

85.3 **DC/24/1646** - Gervays Hall, Southdown Nursery School - Surgery to 1x Lime.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

- 85.4** **DC/24/1707** - 24 Laines Road - Erection of a two storey side extension and alterations to fenestration. Cllr Trundle **proposed, seconded by** Cllr Lloyd. **No objection – Agreed 6 for and 1 Against.**
- P24/86** **LATE PLANS**
- 86.1** None.
- P24/87** **PLANNING DECISIONS FROM HDC and SDNP**
- 87.1** **Permitted**
DC/24/1334 - 75 High Street, Steyning, West Sussex, BN44 3RE. Description: Removal of internal modern studwork walls. Roofing repairs, replacement of rooflight, damp and timber treatments and electrical rewiring (Listed Building Consent).
- 87.2** **DC/24/1368** - 47 Hills Road, Steyning, West Sussex, BN44 3QG. Description: Erection of a part two storey and single storey rear extension. Alterations to boundary fence.
- 87.3** **DC/24/1415** - 3 Gatewaycke Terrace, Tanyard Lane, Steyning, West Sussex. BN44 3RL. Description: Installation of solar panels to the south elevation pitched roof.
- P24/88** **ENFORCEMENT NOTICES**
- 88.1** None.
- P24/89** **DEPUTY CLERK’S REPORT FOR STEYNING CENTRE**
- 89.1** **Bookings** - The projected income for November is £6,539.92.
- 89.2** **Film nights** – The film for November was *The Trouble with Jessica*. 57 tickets were sold, totalling £342. Once all the expenditures had been taken out, the deficit was £41.01. The next film in January is *Thelma* and tickets are on sale now.
- 89.3** **Heating system upgrade - Suggested Phases of Work at the Steyning Centre**
- Stage 1
- Reduce the carbon footprint of the offices, theatre, and sports hall. Work with appointed contractors to implement Construction Design Management alongside health and safety policy.
 - Replace the failed over-door heater in the main kitchen with a modern unit featuring real-time control.
 - Service the existing air handling unit in the theatre to improve ventilation and comfort control, including installing a new diverter valve.
 - Prepare for AC system installation by draining the heating system, removing radiators, and ensuring safe pipework.
- Stage 2
- Install two separate AC systems: one in the Saxon Room and three in the Coombe Court. Each hall will have independent control systems, with condensers mounted outside and evaporators installed within the halls.
- Stage 3
- Upgrade office radiators to high-efficiency models with individual temperature control, aligning with green policy goals. Work to be scheduled to minimise disruption.
- The Committee discussed and accepted the plan as proposed in the supporting document.

- 89.4 Entrance doors** - On 31st October, Shaws visited the building to discuss plans for upgrading the front entrance. Their ideas included replacing the front doors and potentially installing sliding doors to modernise the exterior and improve accessibility. We haven't heard back from Shaws yet or received any quotes following their visit. In the meantime, Window Wise is scheduled to visit on 27th November to provide their own quote for similar work. We'll await their input before making any decisions and will provide further updates as more information becomes available.
- P24/90 FINANCE - Income and Expenditure Reports for October 2024 –**
- 90.1** Cllr Trundle **proposed, seconded by** Cllr Johnson that SPC accepts the planning and premises income and expenditure reports for October 2024. **Agreed.**
- 90.2** **To consider the Premises budget 2025/26 and to agree recommendation to F&GP committee.** The Clerk outlined the reasoning behind the figures as detailed within supporting papers. Members considered, and raised questions in regards to the draft document.
Cllr Trundle **proposed, seconded by** Cllr Young that SPC accepts the Premises budget (as per supporting papers) with the amendment of the alarm system to £590 and recommends it to the F&GP Committee. **Agreed.**
- P24/91 CORRESPONDENCE/INFORMATION**
- 91.1** Update from Cllr Alexander regarding Wi-Fi mast installation on the high street – The meeting has been postponed to 29th November. Cllr M Alexander, District Cllr Finnegan and representatives from The Steyning Society, Steyning Business Chamber and The Steyning & District Partnership also to attend.
- 91.2** Information regarding BT Voice digital switchover – Information was given to councillors regarding the upcoming digital switchover, due January 2027.
- 91.3** Horsham District Council are considering booking the large hall at The Steyning Centre to host their full council meeting.
- P24/92 DATE OF NEXT MEETING – Monday 16th December at 7.30pm**

The Chairman closed the meeting at 8:45pm

Signed Chairman

Link for this meeting - https://youtu.be/2aNZ0PMj_Lk

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 16TH DECEMBER 2024 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, M Alexander, Ballance, Johnson, Foxwell, Hanson

Members of the public: 2 (Including Cllr I Alexander)

Clerk: Leanne Poole

MINUTES

P24/93 APOLOGIES

93.1 Apologies were received from Cllrs Lloyd and Young.

P24/94 DECLARATIONS OF INTEREST

94.1 None.

P24/95 QUESTIONS FROM THE FLOOR

95.1 None.

P24/96 MINUTES – to agree the Planning & Premises minutes of the meeting on Monday 25th November 2024.
96.1 Cllr Trundle **proposed, seconded by** Cllr Johnson to accept the minutes of Monday 25th November 2024 as a true and fair record. **Agreed.**

P24/97 MATTERS ARISING AND ACTIONS

97.1 **Coombe Court and Saxon Room floors** – Deputy Clerk to continue to gather quotes for the re-sanding of the floors in 2026.

P24/98 PLANNING APPLICATIONS

98.1 **CA/24/0053** - Yew Tree Cottage - Surgery to 1 x Sycamore, 1 x Yew and 1 x Prunus (Work to Trees in a Conservation Area)

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed**

98.2 **DC/24/1816** – Gatewick, Church Lane - Surgery to 1x Horse Chestnut

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

98.3 **DC/24/1723** - 32 High Street - Change of Use of Existing Ground Floor Class E(b) Commercial, Business and Service to Class C3 Residential Use to form an integral part of the Existing First and Second Floor Dwelling
Cllr Trundle **proposed, seconded by** Cllr Johnson. **No objection. Agreed 4 for and 1 Against.**

- 98.4** **DC/24/1828** – Gatewick, Church Lane - Fell 3x Ash, 1x Maple and 1x Horse Chestnut
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed.**
- 98.5** **DC/24/1836** - 49 Kings Stone Avenue - Surgery to 1x Field Maple
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 98.6** **CA/24/0051** – Gatewick, Church Lane - Surgery to 1 x Ash, 1 x Horse Chestnut, 1 x Lime, 1 x Holly, 1 x Sycamore and Mixed native hedge
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection. Agreed**
- 98.7** **CA/24/0052** – Gatewick, Church Lane - Fell 4 x Sycamore, 1 x Horse Chestnut, 1 x Hawthorn, 8 x Ash, 1 x Magnolia and 2 x Prunus
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed.**
- 98.8** **DC/24/1813** - 40 Bank House, Flat B, High Street - Removal of Condition 8 of previously approved application DC/21/1620 (Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations and additions (Full Application)) to remove the holiday-let condition.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection on the basis it is compliant with HDC Local Plan parking requirements. Agreed.**
- P24/99** **LATE PLANS**
- 99.1** **DC/24/1846** – Steyning Grammar School - Installation of six ground mounted Air Source Heat Pumps in three locations and Roof Mounted Solar PV Panels on Bennetts House.
Cllr Johnson **proposed, seconded by Cllr Trundle. No objection. Agreed.**
- P24/100** **PLANNING DECISIONS FROM HDC and SDNP**
- 100.1** **DC/24/1417** - Doves Place, Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Fell 1x Beech.
Permitted
- 100.2** **DC/21/2233** - Land North of Glebe Farm and Kings Barn Lane. Description: Outline application for up to 265 dwellings, demolition of No. 37 Kings Barn Lane to provide new pedestrian/cycle/emergency link, provision of vehicular access from the A283 Steyning by-pass, provision of public open space, community orchard, sustainable
- 100.3** **DC/24/1349** - 29 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Demolition of existing side garage and erection of a two storey side and rear extension. Installation of three rooflights to front elevation.
Refused
- 100.4** **DC/24/1537** - 2 Thornscoft, Steyning, West Sussex, BN44 3RP. Description: Replacement of existing single storey timber porch with new masonry porch and erection of a first floor extension over. Demolition of existing summerhouse and pergola and erection of a single storey rear extension.
- P24/101** **ENFORCEMENT NOTICES**
- 101.1** None.
- P24/102** **DEPUTY CLERK'S REPORT FOR STEYNING CENTRE**
- 102.1** **Bookings** - The projected income for December is £3,222.08.

P24/103 **WSSC Alternative Wi-Fi Sites**
103.1 Update from Cllr Alexander regarding possible locations for Wi-Fi mast installation on the High Street.
Cllr I Alexander provided an update on the recent walkaround meeting. During the walk, it was observed that several masts would be required at various locations along Steyning High Street. The purpose and necessity of these installations were discussed, including potential implications for the community.
Cllr Trundle **proposed, seconded by** Cllr Johnson, to put a motion forward to Full Council to take ownership of the Sussex Police-owned CCTV mast in the High Street. **No objection. Agreed.**

P24/104 **CORRESPONDENCE/INFORMATION**
104.1 None

P24/105 **DATE OF NEXT MEETING** – Monday 27th January at 7.30pm

The Chairman closed the meeting at 9.02pm

Signed Chairman

Link for this meeting - <https://youtu.be/c4ELyJs8bU>

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH JANUARY 2025 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Lloyd, Young, M Alexander, Ballance, Hanson

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/106 APOLOGIES

106.1 Apologies were received from Cllrs Foxwell and Johnson.

P24/107 DECLARATIONS OF INTEREST

107.1 None

P24/108 QUESTIONS FROM THE FLOOR

108.1 None

P24/109 MINUTES – to agree the Planning & Premises minutes of the meeting on 16th December.

109.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 16th December 2024 as a true and fair record. **Agreed.**

P24/110 MATTERS ARISING AND ACTIONS

110.1 **Coombe Court and Saxon Room floors** – Deputy Clerk to continue to gather quotes for the re-sanding of the floors in 2026. Ongoing.

110.2 **DC/23/0539** Demolition of existing 14no garages and the construction of 3no. 2-bed dwellings with associated external works and landscaping. Garage Block at Kings Barn End Kings Stone Avenue Steypning West Sussex. – Planning application going to HDC planning committee. This application has been approved.

P24/111 PLANNING APPLICATIONS

111.1 **DC/24/1922** - 29 Kings Stone Avenue - Demolition of existing side garage and erection of a two-storey side and rear extension. Installation of three rooflights to the front elevation. Cllr Trundle **proposed, seconded by** Cllr Ballance. **OBJECTION due to overdevelopment of a chalet bungalow that is intrusive to neighbours and too close to the boundary. Agreed.**

111.2 **DC/24/1960** - 101 Penlands Vale - Demolition of a single garage and creation of a double garage with new entrance porch. Installation of a gable window to the rear elevation. Increase width of existing drive to provide access to double garage. Cllr Trundle **proposed, seconded by** Cllr Ballance. **OBJECTION as cladding is not in keeping with the area. Agreed.**

- 111.3** **DC/24/1957** - 9 Saxon Road - Erection of single storey side and rear extensions.
Cllr Trundle **proposed, seconded by** Cllr Lloyd. **OBJECTION due to plans being misleading. The plans include a first-floor redevelopment that does not match the description. Agreed.**
- 111.4** **DC/24/1992** - 5 King Alfred Close - Surgery to 3 x Sycamore, 1 x Horse chestnut, 1 x Thuja and 1 x Poplar.
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection. Agreed.**
- 111.5** **DC/24/1761** – Steyning Football Club - Demolition of 50 seat spectator stand. Erection of 150 seat spectator stand.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided the football club increases the toilet facilities. Agreed.**
- 111.6** **DC/24/1720** - Northover Manor Farm - Change of use of 2 bays in an agricultural/commercial open yard to:
Bay A - The Storage and maintenance of road gritting vehicles. Bay B - The storage of salt for the gritting of roads.
Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection. Agreed.**
- 111.7** **DC/25/0026** - 32 High Street - Replace 2no. existing ground floor front elevation windows with new timber sash windows (Full Application).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**
- 111.8** **DC/25/0027** - 32 High Street - Replace 2no. existing ground floor front elevation windows with new timber sash windows (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**
- P24/112** **LATE PLANS**
- 112.1** None.
- P24/113** **PLANNING DECISIONS FROM HDC and SDNP**
- Permitted**
- 113.1** **DC/24/1532** - The Courtyard, Oak House, Elm Grove Lane, Steyning, West Sussex, BN44 3BW. Description: Alteration to window on the rear elevation.
- 113.2** **DC/24/1560** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Surgery to group of Tilia Platyphyllos and Fagus Sylvatica Purpurea, 1x Fagus Sylvatica Purpurea, and group of Populus x Euroamericana. Fell 1x Sorbus Intermedia and 2x Acer Platanoides.
- 113.3** **DC/24/1591** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Replacement and restoration of the access points and gates to Gatewick House. (Householder Application).
- 113.4** **DC/24/1592** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Replacement and restoration of the access points and gates to Gatewick House. (Listed Building Consent).
- 113.5** **DC/24/1169** - 64 High Street Steyning West Sussex BN44 3RD. Description: Installation of non-illuminated fascia sign and non-illuminated hanging sign.
- 113.6** **DC/24/1173** - 64 High Street Steyning West Sussex BN44 3RD. Description: Installation of non-illuminated fascia sign and non-illuminated hanging sign (Listed Building Consent).

- 113.7** **DC/24/1671** - 42 Penfold Way Steyning West Sussex BN44 3PG. Description: Demolition of existing conservatory and erection of a single storey side extension.
- 113.8** **DC/24/1707** - 24 Laines Road Steyning West Sussex BN44 3LL. Description: Erection of a two storey side extension and alterations to fenestration.
- 113.9** **DC/24/1609** - 75 High Street, Steyning, West Sussex, BN44 3RE. Description: Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Householder)
- 113.10** **DC/24/1610** - 75 High Street, Steyning, West Sussex, BN44 3RE. Description: Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Listed Building Consent)
- 113.11** **DC/24/1646** - Gervays Hall, Southdown Nursery School, Jarvis Lane, Steyning, West Sussex, BN44 3GL. Description: Surgery to 1x Lime.
- P24/114** **ENFORCEMENT NOTICES**
114.1 None.
- P24/115** **REPORT FOR THE STEYNING CENTRE**
115.1 **Bookings** – The bookings are still going well. We have new regular bookings including a dance exercise class and youth drop-in session on Friday nights. The expected income for January is £5,076.96.
- 115.2** **Film nights** – The film for January was ‘Thelma’. Unfortunately, due to ice and snow, this film was cancelled as the projectionist was unable to get to the Steyning Centre. 12 tickets were sold in advance. Some refunds have been issued already but tickets are transferrable to the February film ‘Wilding’.
- 115.3** **First aid course** – On 23rd January, Tessa, Leanne and John Grimster attended an emergency first aid at work course.
- 115.4** **Stage curtains in Coombe Court** – There is a provisional booking for November for a drama group who will need use of the stage curtains. Contact has been made with several local companies who will be attending the Steyning Centre to provide quotes to repair the curtain track.
- 115.5** **Bus Shelter** – There has been a young man sleeping inside the bus shelter occasionally. The wardens are aware and have made contact to ask if there is anything they can do to help him. He is happy as things are and likes to move around. Local residents have been taking hot drinks and food to him.
- Caretakers have been cleaning the walls and ceilings that unfortunately had dirt and mould on them. Anti mould paint has been purchased, and the bus shelter walls and ceiling can be repainted once the weather is warmer and drier.
- 115.6** **WiFi in Steyning High Street** – WiFi is being installed in the bus shelter to make it easier to buy parking tickets and for the farmers market.
- 115.7** **Hall Price increase for 2026/27** – The supporting paper shows the price increase at 3, 4 and 5% to the 2026/27 price which starts on 1st April. The price increase is requested now as the bookings for 2026/27 are already being requested, the regular customers are always booking a year in advance as they plan their programmes and budgets now for the next year.
- 115.8** **Hire of Committee Room 3** (Building Control office) – There is the possibility that Building Control may no longer hire this room.

115.9 New caretaker for the Steyning Centre – We will shortly be advertising for this position to provide additional cover.

P24/116 FINANCE – PLANNING AND PREMISES

116.1 Income and expenditure reports for November and December 2024.

Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the planning and premises income and expenditure reports for November and December 2024. **Agreed**

116.2 Steyning Centre fees and charges for 2026/27 - to discuss any price increase for April 2026 to March 2027. Cllr Trundle **proposed, seconded by** Cllr Ballance to increase the hall prices for 2026/27 by 5%. **Agreed**

P24/117 CORRESPONDENCE/INFORMATION

117.1 Correspondence from South Downs National Park for Local Plan Review: Have Your Say Now (Reg 18 Public Consultation) for Councillors consideration and to agree any actions. Councillors have agreed to make individual representations.

P24/118 DATE OF NEXT MEETING – Monday 24th February 2025 at 7.30pm

The Chairman closed the meeting at 8:38pm.

Signed Chairman

Link to the meeting - <https://youtu.be/-Yg-5bXw5TE>

John Fullbrook
Clerk to the Council

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH FEBRUARY 2025 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, M Alexander, Ballance, Hanson, Foxwell, Johnson

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/119 APOLOGIES

119.1 Apologies were received from Cllrs Young & Lloyd

P24/120 DECLARATIONS OF INTEREST

120.1 None

P24/121 QUESTIONS FROM THE FLOOR

121.1 None

P24/122 MINUTES – to agree the Planning & Premises minutes of the meeting on 27th January.

122.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 27th January 2025 as a true and fair record. **Agreed 5 for and 1 abstention.**

P24/123 MATTERS ARISING AND ACTIONS

123.1 **Coombe Court and Saxon Room floors** – Deputy Clerk to continue to gather quotes for the re-sanding of the floors in 2026. See item 129.2.

123.2 **Coombe Court Stage Curtains** - Deputy Clerk to gather quotes for the repair of the curtain track. See item 129.3.

P24/124 PLANNING APPLICATIONS

124.1 None

P24/125 LATE PLANS

125.1 **DC/25/0184** - 2 Thornsroft - Demolition of existing single storey timber porch and replace with masonry two storey extension.

Cllr Trundle **proposed, seconded by** Cllr Johnson. **No objection. Agreed.**

125.2 **CA/25/0023** - The Chantry House 34 Church Street - Fell 1x Tulip (Works to Trees in a Conservation Area)

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection, subject to consultation with the HDC Arboricultural Officer. Agreed.**

P24/126 PLANNING DECISIONS FROM HDC and SDNP

Permitted

126.1 **DC/24/1836** - 49 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Surgery to 1x Field Maple.

126.2 **DC/24/1816** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Surgery to 1x Horse Chestnut.

126.3 **DC/24/1828** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Fell 3x Ash, 1x Maple and 1x Horse Chestnut.

126.4 **DC/21/2394** - 141 Shooting Field, Steyning, West Sussex, BN44 3SW. Description: Demolition of 2No. residential dwellings and all ancillary structures. Construction of 14No. 2 bedroom apartments with secure and covered cycle storage, car parking provision and refuse enclosure.

Refused

126.5 **DC/24/1813** - 40 Bank House, Flat B, High Street, Steyning, West Sussex, BN44 3YE. Description: Removal of Condition 8 of previously approved application DC/21/1620 (Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations.

126.6 **DC/24/1922** - 29 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Demolition of existing side garage and erection of a two-storey side and rear extension. Installation of three rooflights to the front elevation.

P24/127 ENFORCEMENT NOTICES

127.1 EN/25/0034 - Wappingthorn Lodge, Horsham Road, Steyning, West Sussex, BN44 3AA. Alleged: tree surgeon/garden clearance business being run from the property.

P24/128 REPORT FOR THE STEYNING CENTRE

128.1 **Bookings** – The projected income for February is £6,328.82. There are two new classes recently added to our weekly activity programme: a martial arts practice on a Tuesday morning and a Free Dance class on a Thursday. Both bookings are going well.

128.2 **Film nights** – The film for February was Wilding. 124 tickets were sold, totalling £744. Once all the expenditures had been taken out, the profit was £216.24. Feedback from attendees was positive, highlighting both the film selection and the welcoming atmosphere of the event. The next film is The Apprentice, and tickets are on sale now.

128.3 **Front door upgrade** – To enhance accessibility, we are in the process of gathering quotes for an upgrade to the double front doors. This improvement will not only benefit regular users of the centre but also provide a more welcoming and modern entrance for visitors. One quote has been received so far at approximately £5,500 and we are currently awaiting another assessment to explore further options.

128.4 **Additional caretaker** – To provide greater flexibility and cover, the Personnel Committee Chairman approved advertising for an additional caretaker. The job was advertised on 6th February on Indeed, social media, and our noticeboards, and we have received 14 applications. We aim to shortlist three candidates for interviews, which will be scheduled soon.

128.5 **Maintenance** - IT technician Tom Packer visited to address issues with WiFi connectivity and problems with the microphones. He successfully resolved the internet issue; however, he was unable to identify any faults with the microphones.

Additionally, we have purchased a new high-level ladder, new tools for the caretakers, and cleaning equipment to help make their tasks more efficient. We have also updated our first aid supplies, including new first aid kits for general use and the kitchen.

P24/129 FINANCE – PLANNING AND PREMISES

129.1 To discuss and agree the income and expenditure reports for January 2025.

Cllr Trundle **proposed, seconded by** Cllr Foxwell that SPC accepts the planning and premises income and expenditure reports for January 2025. **Agreed**

129.2 To discuss and agree quotes for Coombe Court and Saxon Room floors.

Four quotes have been received at £9,828, £10,362, £11,500 and £12,000 all plus VAT.

Cllr Ballance **proposed, seconded by** Cllr Alexander to accept the quote for £10,362 plus VAT, subject to satisfactory references. **Agreed.**

129.3 To discuss and agree quotes for Coombe Court stage curtain track repair.

Two quotes have been received at £1,661 plus VAT and £1,757 with an additional optional cost to install a guard assembly cover for the hand winch at £390 plus VAT.

Cllr Trundle **proposed, seconded by** Cllr Ballance that the deputy clerk requests cost of hand winch cover from company 1 and to request that company 2 includes this in their main quote at a reduced cost. **Agreed.**

P24/130 CORRESPONDENCE/INFORMATION

130.1 None.

P24/131 CONFIDENTIAL SESSION

131.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 14 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

P24/132 TO DISCUSS THE RENTAL OPTIONS OF COMMITTEE ROOM 3

132.1 Horsham District Council has requested a reduction in the office space fee at the Steyning Centre from £6,766.70 to £3,500 for the next financial year, citing financial constraints and a need to review costs. Cllr Trundle **proposed, seconded by** Cllr Foxwell that the clerk responds to request the annual fee is amended to £4,800. **Agreed 5 for and 1 abstention.**

P24/133 DATE OF NEXT MEETING – Monday 24th March 2025 at 7.30pm

The Chairman closed the meeting at 8:25pm.

Signed Chairman

Link to the meeting - <https://youtu.be/sXdgK7Vj1jg>

John Fullbrook
Clerk to the Council

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH MARCH 2025 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, M Alexander, Ballance, Hanson, Foxwell, Johnson, Lloyd, Young

Members of the public: None

Clerk: Leanne Poole

DRAFT MINUTES

P24/134 APOLOGIES
134.1 None.

P24/135 DECLARATIONS OF INTEREST
135.1 None

P24/136 QUESTIONS FROM THE FLOOR
136.1 None

P24/137 MINUTES – to agree the Planning & Premises minutes of the meeting on 24th February.
137.1 Cllr Trundle **proposed, seconded by** Cllr Johnson to accept the minutes of Monday 24th February 2025 as a true and fair record. **Agreed.**

P24/138 MATTERS ARISING AND ACTIONS
138.1 **Coombe Court Stage Curtains** - Deputy Clerk to gather quotes for the repair of the curtain track. See item 144.2.
138.2 **Rental of Committee Room 3** – Annual rental of Committee Room 3 has been agreed at £4,800. See item 143.2.

P24/139 PLANNING APPLICATIONS
139.1 **DC/25/0222** – 12 Thornsroft - Erection of a single storey rear extension, two storey side extension, front porch extension and a side/rear access ramp.
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection. Agreed.**

139.2 **DC/25/0234** - Calcot Farm, Horsham Road - Change of use of part of former agricultural building and 10m x 18m of adjacent yard to commercial use for the storage of soil improver bagging equipment, bagging of soil improver, storage of bagged surplus soil improver and distribution of the same.
The application has been withdrawn and councillors have no comment.

139.3 **CA/25/0025** - Castle Copse, 70 Roman Road - Fell 2x Ash, 1x Field Maple, and 1x Sycamore (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Johnson **No objection to the felling of the Ash and OBJECTION to the felling of the Field Maple and Sycamore due to lack of sufficient information. Agreed.**

- 139.4** **DC/25/0282** - 78 High Street - Internal alterations to create new WC and staff room area (Listed Building Consent)
Cllr Trundle **proposed, seconded by Cllr Lloyd. No objection. Agreed.**
- 139.5** **DC/25/0212** - 29 Kings Stone Avenue - Erection of a garden room.
Cllr Trundle **proposed, seconded by Cllr Ballance. OBJECTION due to overdevelopment of the property as a whole and it being out of keeping with the surrounding landscape. Agreed 7 for, 1 abstention.**
- 139.6** **DC/25/0353** - 19 Newham Lane - Erection of an entrance porch and two-storey rear extension.
Cllr Trundle **proposed, seconded by Cllr Lloyd. No objection. Agreed.**
- P24/140** **LATE PLANS**
140.1 None.
- P24/141** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 141.1** **DC/24/0614** - The White Horse Inn, 23 High Street, Steyning, West Sussex, BN44 3YE. Description: Non Material Amendment to previously approved application DC/23/1692 (Extension of existing patio area and installation of a pergola. Alterations to car park egress, parking arrangements and associated works) Relating to materials.
- 141.2** **DC/24/1846** - Steyning Grammar School Boarding, Church Street, Steyning, West Sussex. Description: Installation of ground mounted Air Source Heat Pumps and Roof Mounted Solar PV Panels on Bennetts House.
- 141.3** **DC/24/1957** - 9 Saxon Road, Steyning, West Sussex, BN44 3FP. Description: Erection of single storey side and rear extensions, and loft conversion
- 141.4** **DC/24/1960** - 101 Penlands Vale, Steyning, West Sussex, BN44 3PL. Description: Demolition of a single garage and creation of a double garage with new entrance porch. Installation of a gable window to the rear elevation. Increase width of existing drive to provide access to double garage.
- 141.5** **DC/21/2394** - 141 Shooting Field, Steyning, West Sussex, BN44 3SW. Description: Demolition of 2No. residential dwellings and all ancillary structures. Construction of 14No. 2 bedroom apartments with secure and covered cycle storage, car parking provision and refuse enclosure.
- 141.6** **DC/25/0026** - 32 High Street, Steyning, West Sussex, BN44 3YE. Description: Replace 2no. existing ground floor front elevation windows with new timber sash windows. (Full Application).
- 141.7** **DC/25/0027** - 32 High Street, Steyning, West Sussex, BN44 3YE. Description: Replace 2no. existing ground floor front elevation windows with new timber sash windows. (Listed Building Consent).
- 141.8** **DC/24/1992** - 5 King Alfred Close, Steyning, West Sussex, BN44 3YF. Description: Surgery to 3 x Sycamore, 1 x Horse chestnut, 1 x Thuja and 1 x Poplar.
- P24/142** **ENFORCEMENT NOTICES**
142.1 None.
- P24/143** **REPORT FOR THE STEYNING CENTRE**
143.1 **Bookings** – The projected income for February is £7,100.78. Bookings are still going well. We have had an enquiry from a toddler and children’s football group who are interested in using Coombe Court for their sessions.

- 143.2 Committee Room 3 annual rental agreed at £4,800 following Planning and Premises members motion and agreement at the last meeting** - The Horsham District Council director in charge of the Building Control team appreciated the reasonable solution, following a long negotiating process, which had started with the news that the Building Control team would likely be relocated, thereby losing not only a significant source of income but also a very important service provision for the local community.
- 143.3 Film nights** – The film for March was *The Apprentice*. 28 tickets were sold, totalling £168. Once all the expenses had been taken out, there was a loss of £191.76. The next film is *Paddington in Peru*, and tickets are on sale now.
- 143.4 Additional caretaker** – A new caretaker, Matthew, has been appointed to provide greater flexibility and cover. He will also provide cover for the Joint Parishes Youth Service.
- 143.5 Maintenance** - IT technician Tom Packer has successfully connected the Film Society's hearing loop system to The Steyning Centre's existing setup. This improvement means attendees will no longer need to wear individual neck-loop devices to access the hearing loop.
The 5-bar gate post has also been mended, and the site fully secure once more.
- P24/144 FINANCE – PLANNING AND PREMISES**
- 144.1 To discuss and agree the income and expenditure reports for February 2025.**
Cllr Trundle **proposed, seconded by** Cllr M Alexander that SPC accepts the planning and premises income and expenditure reports for February 2025. **Agreed**
- 144.2 To discuss and agree quotes for Coombe Court stage curtain track repair.**
Two quotes have been received at £2425.20 plus VAT and £2016.39 plus VAT
Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the quote for £2016.39 plus VAT. **Agreed.**
- P24/145 CORRESPONDENCE/INFORMATION**
- 145.1** None.
- P24/146 DATE OF NEXT MEETING** – Monday 28th April 2025 at 7.30pm

The Chairman closed the meeting at 8:18pm

Signed Chairman

Link to the meeting - <https://youtu.be/S5LJMKs6BoU>

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 13th NOVEMBER 2024 AT 3PM AT THE STEYNING CENTRE

Present: Cllrs Young, Bell, Norcross, Alexander, Lloyd and Linfield.
Clerk: John Fullbrook

Members of the public None
Meeting Commenced 3.05 pm

DRAFT MINUTES (Non - Confidential)

Pe/24/09 APOLOGIES FOR ABSENCE

09.1 There were apologies received from Cllr Hanson.

Pe/24/10 DECLARATIONS OF INTEREST.

10.1 There were no declarations of interest from Cllrs.

Pe/24/11 QUESTIONS FROM THE FLOOR

11.1 None for this meeting

Pe/24/12 MINUTES OF PREVIOUS MEETING

12.1 Cllr Young **proposed, seconded** by Cllr Linfield that the Personnel Committee non - confidential minutes from 5th June 2024 be accepted as a true and fair record. **Agreed**

Pe/24/13 INFORMATION AND CORRESPONDENCE ITEMS

13.1 None

Pe/24/14 CONFIDENTIAL SESSION

14.1 Cllr Young **proposed, seconded** by Cllr Norcross to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/24/15 STAFFING MATTERS.

The Clerk left the meeting at this point, as discussion was about his pay – minutes were recorded by the Chairman

15.1.1 **Staff Appraisal and Probationary notifications** - The Chair briefed members on the details as per supporting papers, and procedure associated with the Clerks appraisal process. Cllr Young **proposed, seconded** by Cllr Norcross to recommend to Full Council that the Clerks annual incremental rise and backdated pay {due to annual increase}, be agreed following a satisfactory annual appraisal. **Agreed**

The Clerk was asked to return to the meeting at this point. and he recommenced scribing the Minutes

- 15.1.2** The Clerk briefed members on the Deputy Clerks successful probationary appraisal report. Cllr Young **proposed, seconded** by Cllr Norcross to recommend to Full Council that the Deputy Clerk be awarded the role following successful conclusion to probationary period, and having accomplished this be given an incremental rise as per contractual agreement, plus back pay as per national agreement. **Agreed**
- 15.1.3** The Admin Assistant had been on an hourly wage of minimum wage plus 10.7% - following minimum wage rises this would mean to rise to an annual rate of £13.52 on April 1st 2024. The Clerk asked members to consider that after 8 years' service and with a need to increase the level of responsibilities, that SPC consider that the Admin Assistant goes onto a NALC spinal range starting at point 10 with an hourly rate of £13.91 per hour {39p more than currently on} rising up to point 17 over time. Cllr Young **proposed, seconded** by Cllr M Alexander to recommend to SPC that the Clerk be instructed to amend the Admin Assistants role and responsibilities to provide greater business resilience, and capacity, with commensurate salary change to spinal points 10 to 17. **Agreed**
- 15.1.4** The Lead Youth Worker, {Vicky Heale}, has her probationary review due in the next 5 weeks, The Clerk stated that both he, and the Upper Beeding Clerk (her line manager) were more than satisfied by her progress and aptitude thus far. Cllr Young **proposed, seconded** by Cllr Bell that the SPC Clerk to add the appropriate incremental rise based upon contract arrangements and any backdated pay to the Lead Youth Worker subject to a successful end to her probationary period. **Agreed**
- 15.2.1** **Staff Salary increase agreements** – The Clerk produced supporting papers in support of wage and salary rises which were due to staff in line with nationally agreed pay rises. Caretakers receive a wage 4.5% above the minimum wage currently - £11.95 – this would rise to £12.76 as of April 2025, if this arrangement remains in place. Cllr Young **proposed, seconded** by Cllr Norcross that the arrangement for caretakers to receive a rate 4.5% above minimum wage continues in place, and also that part-time youth workers receive £1.06p/h above minimum wage – this being £13.56 as at April 1st 2025. **Agreed**
- 15.2.2** Cllr Young **proposed, seconded** by Cllr Linfield to recommend to SPC that it accepts the new NALC pay scales as per supporting papers, with affect from 1st April 2024, and any associated backdated pay. **Agreed**
- 15.3** **SPC Staff Structure** – The Clerk posed a number of questions to the members present in order to start a process whereby this Council considered any future necessity for SPC staff structural changes. This was prompted by an ever expanding Clerks remit in terms of governance and financial responsibility as per auditory and legislative requirements, as well as a higher level of expectations from councillors and residents alike in consideration of project completion, community engagement and an expanding scope in this Council's general areas of responsibility. Questions included – In what direction is the Council going? Exactly how far do we pursue tasks and projects beyond our standard/previous Parish Council remit? How might we use our Power of Competence?
After much discussion and consideration the members asked the Clerk to ensure this became part of the All Member Working Party discussion concerning future SPC projects.
- 15.4** **Social Media Communications – To consider recommendations concerning some recent behaviour.** Members had considered the evidence concerning recent posts from a resident, in so far as they might be actionable under the SPC Unacceptable Behaviour Policy – point 4.2 onwards. Cllr Young **proposed, seconded** by Cllr Norcross, that having given the matter full consideration, to recommend that SPC continue to monitor social media posts from members of the public. **Agreed**

Pe/24/16 Date of next Full Council Meeting: Monday 18th November 2024

The meeting closed at 4.14pm

Signed
Chair of Personnel

Date of next personnel meeting - To be confirmed



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING HELD ON WEDNESDAY 5th MARCH 2025 AT 6.30 PM AT THE STEYNING CENTRE

Present: Cllrs Bell (Chair), S Alexander, Hanson, Sharp, M Alexander, Ballance, and Members Paul Cotton and Jennifer Knowles.

Clerk: John Fullbrook

Members of the public: 0

Meeting Commenced : 6.32 pm

MINUTES

NP/24/01 APOLOGIES FOR ABSENCE

01.1 Apologies received from Members M Van der Poll, R Barnes who would be 15mins delayed, Cllrs Trundle and Linfield. With Cllr M Alexander having to leave by 8pm.

ACTIONS

NP/24/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 None

NP/24/03 QUESTIONS FROM THE FLOOR {in summary}

03.1 None

NP/24/04 NOTES OF PREVIOUS WORKING PARTY - To agree 18th February draft Working party notes.

04.1 Cllr Bell **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft notes from the 18th February 2025 Working Party of the Neighbourhood Plan Steering Committee. **Agreed**

NP/24/05 MATTERS ARISING AND ACTIONS - These items were taken as read.

05.1 Squires Planning to complete list of tasks for Clerks distribution – **Actioned / See item 06.2**

05.2 Clerk to re- distribute design code live document – **See item 06.1**

05.3 Clerk to organise meetings on 5th, 13th and 15th March to progress general review and Com. Engagement – **Actioned**

NP/24/06 NEIGHBOURHOOD PLAN MATTERS

06.1.1 **To discuss General Design Codes ongoing assessments with Leani from the ONH consultants (via Zoom link), and agree any actions.** The Clerk had presented members with a supporting paper before the meeting, which had been sent on from ONH consultants, and Leani shared this on her screen so all members could view and review the points she had made. Her assessment having been collated from the members views on the Glebe farm outline planning document, which had been sent to ONH by the Clerk some weeks earlier. The ONH document which was reviewed by members, is attached as an addendum to these minutes, and notes made under this item below will refer to this document.

06.1.2	Member majority approval as follows, with Leani amending doc. as meeting progressed. • Page 6 – As Highlighted – ‘<i>Parking Courtyards</i>’ – Squared shrubs should be added to the layout of the Car Parks. • P7 – ‘<i>Permeable paving</i>’ – Colours of paving agreed as per doc. • P7 – ‘<i>Segregated Cycle/Pedestrian routes</i>’ – Delineation not necessary, – it’s an urban solution. Planters also unnecessary • P7 – ‘<i>Natural stone walling</i>’ – It was thought Cotswold stone inappropriate • P8 – ‘<i>Slate roofs</i>’ – work well when combined with solar panel installations • P8 – ‘<i>House types</i>’ – 40% should be affordable: A need for Eco style – lower running costs: General point – Layout will likely be broadly in line with outline planning design codes – Reserved matters to be addressed – Final Layout should substantially / significantly reflect what is in the outline plan. • P9 – Need to secure a band of ‘<i>lesser height housing</i>’ adjacent Kings Barn development – looks like this might have been addressed already • P9 – ‘<i>Rain Gardens</i>’ – Its possible SPC could help design these • P9 – ‘<i>Redundant Chimney</i>’ stacks could double up as eco habitats – functional and aesthetically pleasing – using habitat bricks • P12 – ‘<i>Gateway Nodes</i>’, Roundabout – Can SPC push for a subway as connectivity/ pedestrian route so vital • P13 – ‘<i>Cycling/Pedestrian movement scheme</i>’ – Needs a critique on movement of students – Through site (from white bridge link), not via Kings Barn Lane – See Sustainable Travel scheme docs. • P14 – A need to record the councils desire to be ‘dementia friendly’, Leani stated there is a handy ‘Blue box’ checklist which could help with this	CLERK
06.1.3	General discussion points 1. Members, with Leani, reaffirmed need for new reviewed and ‘made’ plan, as design codes would be policy and mandated, not just there for guidance. 2. <i>Community Heating schemes and Passivhaus standards</i> – currently enabling, not mandated – should be allowances on building forms to facilitate this 3. <i>Air source heat pumps</i> may be mandated later, but for now needs pushing 4. <i>Rain water harvesting</i> – Might be part of water neutrality SNOWS or off-site balancing 5. <i>Current Bypass</i> – Traffic Flow changed as per TRO – current consultation but mandated by SPC 6. <i>ONH</i> – Need more of a steer on the design codes – with members needing to make comments on the work done so far please.	Members
06.2	Members to consider the task list as presented by Squires Consultants and agree any actions The following Task List {in black}, and subsequent agreements as to actions required, were made {in Blue}. The 8 point ‘Action Plan’ was proposed as a motion. Cllr Bell proposed, seconded by Cllr S Alexander that this committee agrees to the <i>Task List Actions</i> as per discussed and amended and notes made by the Clerk {below}. Agreed	CLERK
06.2.1	1. NPPF updates in the plan can be amended to reflect the most recently published version, particularly including paragraph numbers, and if there are any quotes which are now incorrect. Squires responsibility to complete these updates	Squires
06.2.2	2. The Plan intro section as well as sections 2 and 3 could be updated as now a few years on from when the plan was ‘made’. Make the N. Plan into a live document which is available to all members to amend, RB to read initially, with intro to be re-done after its completion.	Members

	Rather than bring partly amended versions to meetings to discuss at length; agreed to try and get a draft version with everyone's input which then can be ratified in a meeting – put this in as an early agenda item. {Clerk to add initial text, covering why we are starting the process again}. Live Doc changes made as comments, not edits, with Chair, Clerk and Vice Chair only having those editing permissions – but generally these amendments brought to each meeting to be agreed by Committee.	CLERK
06.2.3	3. Start to consider how SPC would like to run the Reg 14 consultation e.g. physical and/or online response forms, what marketing strategies SPC would like to use etc. Find appropriate information and initially delegate to Jenny, Paul C, Murray and Russell, as this closely matches their skill set. {will need steer from Andrew Metcalf}	Jenny, Paul C, Murray & Russell
06.2.4	4. The website could be updated to reflect where we are at. Admin – Clerks office task. Members to consider at a future meeting weather to have dedicated N. Plan website	CLERKS Office
06.2.5	5. Make a start on the consultation statement, outlying the methodology for the Reg 14 consultation. Runs with item 3 and secondary focus to follow after completion of item 3	Jenny, Paul C, Murray & Russell
06.2.6	6. Could also start to draft the conditions statement, but not much can be done until committee has an idea on the policies around the design codes. Squires to complete this	Squires
06.2.7	7. Prepare a list of statutory and non-statutory consultees that will be contacted for the Reg 14 consultation. Again, guidance and more information required, {maybe only Virgin media and Bohunt} – Clerk and Cllr Bell to obtain list from last consultation, and start by identifying any glaring omissions	Cllr Bell & CLERK Squires
06.2.8	8. If there is anything in the evidence base that could be quickly updated, it may be worth doing this now. Again clarity required from Squires members felt. What might this entail? – Review vision statement, but complete it within a workshop, then agree it as a committee. Headline the agenda item with what needs to change from the original plan – what areas in the plan need to be developed, and fill in gaps appropriately.	Members workshop
06.3	Members to prepare for Glebe Farm Community Engagement Session planned for the 13th March @ 6.30pm. The next Steering Group Working Party was to be convened with the Glebe Farm Developers – Vistry, invited to in order to discuss and if possible influence some of the elements of the scheme as per noted under item 6.1 above. Members asked themselves the question – <i>What are we looking to achieve?</i> The answer was to set some clear objectives as per stated below. 1. The Steering Committee would want to position themselves in a Consultation role, and in effect be seen by Vistry if at all possible, as the official commentary of all the groups and Steyning residents that were to be involved in the several community engagement events {notably 13th and 15th March}. 2. The Steering Committee would need to coordinate comments post 15th event, and Vistry ought to be made aware of this. 3. The Steering Committee through the Clerk would need to be seen as a credible point of contact 4. More meetings would need to be convened if possible subsequent to the meeting on March 15th. 5. Accessibility and Sustainability best practice need to be discussed continually 6. Establish what mechanisms and or finance are in place in regard to community needs – identify them, such as play park installation, and potential 'local shop' or community hub. 7. Ongoing maintenance requirements (e.g. Grass, Trees) – Is managing agent time limited?	Members

06.4 **Clerk to update members concerning grant applications.** The Clerk was still concerned about timing of invoice submissions and therefore the timing of the next grant application, but would speak with Squires before the next Steering Committee meeting, and update members then. **CLERK**

NP/24/07 INFORMATION / CORRESPONDENCE ITEMS

07.1 None

NP/24/08 **DATE OF NEXT WORKING PARTY – 13th March 2025 at 6.30 pm.**

Meeting ended at 8.45 pm

Signed by the Chair: Date: 13th March 2025

NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING HELD ON WEDNESDAY 26th MARCH 2025 AT 6.30 PM AT THE STEYNING CENTRE

Present: Cllrs Bell (Chair), S Alexander, Hanson, Linfield, M Alexander, Ballance, and Members Russell Barnes, Paul Cotton, Murray Van der Poll and Jennifer Knowles.

Clerk: John Fullbrook

Members of the public: 0

Meeting Commenced : 6.30 pm

DRAFT MINUTES

		ACTIONS
NP/24/09	APOLOGIES FOR ABSENCE	
09.1	Apologies received from Cllrs Trundle and Sharp, and R Barnes who would be 25mins delayed.	
NP/24/10	DECLARATIONS OF INTEREST AND DISPENSATIONS	
10.1	None	
NP/24/11	QUESTIONS FROM THE FLOOR {in summary}	
11.1	No questions, but members suggested more publicity of public meetings via social media	CLERK
NP/24/12	MINUTES AND NOTES OF PREVIOUS WORKING PARTY	
	To agree 5th March draft minutes and 13th March working party notes.	
12.1	Cllr Bell proposed, seconded by Cllr Hanson to agree as a true and fair record, the draft minutes from the 5 th March 2025 Neighbourhood Plan Steering Committee meeting. Agreed	
12.2.1	Members suggested two amendments to the 13 th March working party notes, including expanding the R.P. acronym, and clarifying Cil Money receipts calculation.	CLERK
12.2.2	Cllr Bell proposed, seconded by Cllr S Alexander to agree as a true and fair record, the draft notes from the 13 th March 2025 Working Party, with two amendments - noted above, to be included. Agreed 8 For, 1 abstained	
NP/24/13	MATTERS ARISING AND ACTIONS - These items were taken as read.	
13.1	Squires Planning to begin work on updating SPC Plan with NPPF amendments & conditions statement - See item 14.3	
13.2	Clerk to distribute minutes and ensure Squires are aware of tasks requested of them – Actioned	
13.3	Clerk to send via Squires, notes following meeting on the 5 th March to design code consultants for inclusion – Actioned	
13.4	Reg 14 consultation working party set up and methodology established – See item 14.2	
13.5	Clerk & Cllr S Alexander to facilitate SPC N. Plan <i>Live</i> document review – See item 14.5	
13.6	Members workshop to be set up to consider and amend SPC N. Plans evidence base – See item 14.4	
13.7	Clerk's office to update the SPC Web Site, and members to further consider N. plan website - Item 14.7	
13.8	Members to state clearly their objectives during 13 th March meeting with Vistry Group - Actioned	

NP/24/14 NEIGHBOURHOOD PLAN MATTERS

14.1.1	Chair and Clerk to update on work completed so far in respect of N. Plan review The Chair outlined in further detail what needed to be reviewed within the existing document, and pointed out that much had already changed in Steyning since the plan had been made in 2022. Therefore when reviewing, he suggested members be mindful of open space projects such as Weald to Waves, Abbey Road conservation area, and Chandlers Way Pocket Park. Also that there is now EV Charging in Steyning, the football club is now performing well, School intake numbers had fallen, and the Steyning's urbanised eastern boundary should perhaps not be defined as the bypass - to name only a few examples.	Members
14.1.2	Work completed since last meeting included presenting the live document, and making it reviewable by individual members (more on this under item 14.5). The Clerk had stipulated what needs to be achieved by Squires in line with this committees agreed motions at previous meetings. There was draft text for web site introductions to Plan and Review processes, and members were asked to provide amendments if necessary. And finally the Chair said he and the Clerk would need to continue to progress works on sections 2 and 3 within the plan. Clerk, Chair and members to review draft text.	CLERK & Chair Clerk & Members
14.2	Reg 14 Consultation- Members to further discuss the general process ensuring elements such as consultation 'fatigue' and other SPC requirements are dealt with, and to ensure the working party group are in a position to begin work- Committee to enable and facilitate this	
14.2.1	Members felt that with CCTV, Wi-Fi and Walking & Cycling consultations happening in similar a Timeframe, that the strategy involved with the consultation process could be best decided by the SPC Community Engagement Committee.	SPC Community Engagement Committee
14.2.2	In terms of the content, the details would need to be worked out over time, however it was felt that it would be useful to take on board the work on questions already done in this area by Greening Steyning, whilst also utilising their data – provided the questions were not felt to be 'leading' or non-inclusive, but provided permissions from data owner was sought.	Members
14.3	NPPF Plan amendments, and a conditions statements draft policy Following the agreements made at the last meeting, the Clerk reported that Squires have agreed to draft a Conditions Statements Policy, and this will be brought back to a future meeting for this committees approval and or amendment. Squires have also agreed to make amendments to the plan based upon the National Planning Policy Framework revisions as well as any other new legislative requirements.	Squires
14.4	Committee to arrange members workshop to update Plan's evidence base Members discussed what needs to change or be developed from the original plan in regards the evidence base. Updating the 'Vision Statement' took precedence, and what happens with Glebe farm will affect this. A clear statement about progress since the last plan is needed. Members agreed the next meeting date ought to be an all-member working party to tackle this matter. The Clerk to provide access to evidence base material before the meeting, and the Date was fixed for the 9 th April.	Members CLERK
14.5	Cllrs S Alexander to make members further aware of the online review processes involved with updating of the N.Plan 'Live' document Using <i>SharePoint Online</i> software, Cllr S Alexander took members step by step through the agreed process of making comments, not edits, to the Live plan document. Members could 'Like' comments if they so wished, but either way at future meetings all comments would be agreed or otherwise, before any real time editing of the Live document would take place. This is the step- by-step guide: 1. Get to SharePoint page on the Link already provided to members. 2. Scroll down to # - Draft SNDP review version (1) document and click on the 3 little dots	CLERK

- next to the document you want to open, to bring up a menu
3. Hover over, open, and a sub menu will appear then, click "Open in browser" or if you have the App on your device "open in App"
 4. When into the main document, look top right and Click on 'Editing' to ensure you are in editing mode.
 5. Then in the top line of tabs click on 'Review'
 6. Then in the line under 'Review' click on 'New Comments'
 7. Select the area you wish to comment on in the document itself
 8. Right click – select 'New Comment'
 9. A comment window will appear for members to make a comment
 10. Remember it is possible to 'Like' or even comment on other members comments

14.6 Neighbourhood Plan committee finance update

The Clerk stated that the £10,000 grant awarded from Locality funding is being used to pay for the Consultants involvement with amendments to the plan, as well as the startup work completed by them. As it is the end of the financial year on the 31st March, the Clerk has asked that they attempt to do as much work as possible before this point. Any items not dealt with but itemised in the original application, means that the related funding has to be returned and reapplied for in the new financial year. Unfortunately there is a time lag involved, and the Clerk will work with Squires to ensure as much of the work as is possible be covered by these grant awards. The Design code work is being funded by a yet to be awarded additional application for up to £8,000. This will hopefully all be dealt with in the next financial year starting April 1st.

CLERK

14.7 Members to further consider whether there is a need for a separate N. Plan website

The Clerk had updated the SPC website and showed members what was available/ accessible to members of the public. As follows:-

- Introduction
- 'Easy to use/scroll' Current Neighbourhood Plan
- Then, paragraph noting reason for review
- The review process noted
- Date listed Steering Committee Meeting Agenda's, Minutes and Supporting papers.
- Committee's purpose / Terms of Reference
- Register of representatives interests

Members viewed the other website originally set up for the last Neighbourhood Plan, and agreed that it was not necessary, as all information could now go on the main SPC website provided it was updated regularly. It was further suggested that the 'Review page' could be publicised on social media postings, with a QR code taking residents directly to the relevant website page.

CLERKS
Office

NP/24/15 GLEBE FARM COMMUNITY ENGAGEMENT

15.1 As the Council's coordinator for comments and communications, members to consider the recent meetings with Vistry on the 13th and 15th March and agree how to deal with the information once received.

The Clerk reported that 142 Steyning residents as individuals, and 7 local representative groups, had attended the various Community engagement dates/ events that SPC had organised for the Vistry Group. There were other dates being planned with again the Steyning Centre as the main venue. The Clerk had requested from both Vistry and the representative groups the meeting notes relating to their comments, issues raised and requests for, or responses about, planning adaptations. Members concurred that it was important to not only produce an initially simplistic 'We Said – Vistry's Response' format but also that the subsequent analysis and statistical presentation be impactful and professional.

CLERK

- 15.1.1 Cllr Bell **proposed, seconded** by Jenny Knowles that the Clerk collates in a meaningful way, the comments from the Glebe farm meetings and presents them to Vistry for their itemised responses, and in a format equivalent to the 'Reserved Matters' Plan Submission {The format being in line with Planning officers expectations}. **Agreed** **CLERK**
- 15.1.2 Cllr Bell **proposed, seconded** by Cllr S Alexander that SPC ensures that Vistry incorporates the engagement findings into their reserved matters submission requesting a delay in their planning application submission, if necessary to allow this to be incorporated, then agree to schedule a time for their *Reserved Matters* documents and to reach out to the district Councillors to assist SPC with this process. **Agreed** **CLERK**
- 15.1.3 Russell Barnes **proposed, seconded** by Paul Cotton, that Vistry be asked to supply SPC with an 'Access to Site' policy as per their *construction management plan*. **Agreed** **CLERK**

NP/24/16 ANY OTHER BUSINESS

- 16.1 None

NP/24/17 PROGRESS REPORT

- 17.1 ***ONH needing more of a steer on design code work done so far, with members needing to make more comments*** – This item was discussed with members agreeing that it might be better to appraise and assess a completed draft document rather than input suggestions to an outline 'live' Document, as individual members.
Cllr Bell **proposed, seconded** by Murray Van der Poll that the Clerk be delegated to ask ONH consultants to produce a completed draft design code document for the Steering Committee's consideration and feedback for as soon as possible. **Agreed** **CLERK & Squires**
- 17.2 ***Statutory & Non- statutory List of consultees to be augmented by Clerk and N.Plan Chair, with Squires assistance - Ongoing*** **Cllr Bell & CLERK**

NP/24/18 INFORMATION / CORRESPONDENCE ITEMS

- 18.1 None

NP/24/19 DATE OF NEXT WORKING PARTY – 9th April 2025 at 6.30 pm.

Meeting ended at 8.45 pm

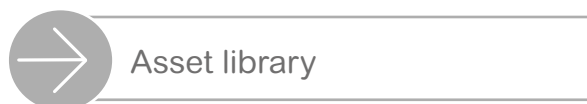
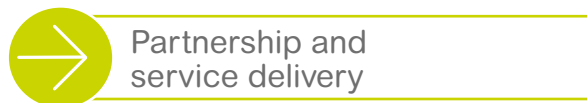
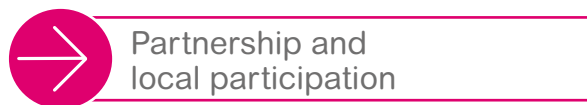
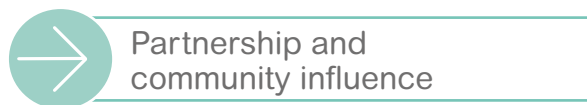
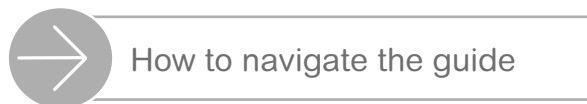
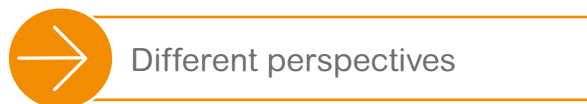
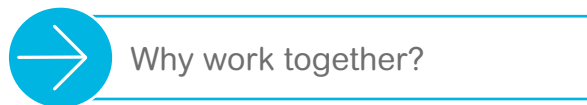
Signed by the Chair: Date: 9th April 2025



One Community

A guide to effective partnership working between principal and local councils

Foreword



Principal and local councils are at the heart of our local communities. We share the same ambitions: to create prosperous places, enhance civic life and improve the quality of life for our residents.

Councils across all tiers are increasingly recognising the added value that greater partnership working between the principal and local levels of local government brings to the vital services we provide and the communities we serve. Across the country there are examples of councils of all types working together: to strengthen local decision-making, improve engagement with residents, enhance and devolve services to the lowest appropriate level, and much more.

The Local Government Association (LGA) and National Association of Local Councils (NALC) continue to have a shared commitment to spreading good practice and learning amongst our members, and helping them improve. We have produced the following guide to highlight some of the excellent work already taking place between principal and local councils and to provide help to those looking to kick start new partnerships in their area.

The case studies throughout this guide show some of the practical and innovative solutions to the real challenges that are faced at a local and national level. They highlight that by working together and thinking of those we serve as 'one community' we can better address them despite limited resources.

We hope that this guide supports our members to create strong and enduring partnerships and that it helps them better serve the interests of residents and make a real difference at the grass roots level of community life.



Lord Gary Porter
LGA Chairman



Councillor Sue Baxter
NALC Chairman

Why work together?

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→	How to navigate the guide
→	Partnership and community influence
→	Partnership and local participation
→	Partnership and service delivery
→	Asset library

The need for cooperation between tiers of local government has never been greater.

Budgets are smaller, creating pressure on councils to be more commercial, efficient, preventative and also encouraging them to help residents to do more for themselves. However, the needs and expectations of residents have increased too. It is more important than ever that principal and local councils (ie parish and town councils) empower local people, reflect communities' sense of 'place', and provide tailored, responsive services.

In this context, the potential opportunities of partnership between principal and local councils should not be underestimated. As the title of this guide suggests, the different tiers of local government are not in competition with each other. They represent the same people and their duty is to the same communities. Most of those they serve do not differentiate between tiers of government, but between the quality of services and the ability to have their voices heard.

Hence, principal and local councils are united, from the smallest parish to the largest unitary council, by a common purpose: to do the best for the people they represent. The aim of this guide is to set out some of the key ways in which councils can partner within and between tiers, to achieve these shared goals.

This is not a lofty aspiration or a 'nice to have'. Rather it provides many of the solutions to the major challenges areas face. In this guide, we include examples of partnership working aimed at tackling the care crisis and the challenges of an ageing population, for instance. We have examples of parish-level engagement creating participatory budgets. And we have instances of partnership helping to build social capital and community values.

Indeed, the vast differences in scale and size – between small local councils and large principal councils, creates countless opportunities for working together. Local councils have a depth of insight into the needs of their communities and local areas that might not be possible for principal councils. Meanwhile, principal councils can provide the scale and resources to make local goals a reality.

This guide sets out a series of core principles. It explains how, by partnering with different levels of local government, councils can be more representative of place, more responsive to citizens, more efficient in continuing to deliver services, and hence more able to fulfil their common purpose.

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In particular, partnership between principal and local councils plays three important roles.

First, it makes democracy more local. After all, town and parish councils and other community groups are the lifeblood of many neighbourhoods. Principal councils cannot be in touch with every citizen. But better relationships between them and local councils can help them respond to concerns more quickly – giving residents genuine influence.

As an example, the Government's Industrial Strategy and the planned delivery of Local Industrial Strategies in the coming years, led by local areas, provide local councils with an opportunity to discuss with their principal tier how local government can work together to deliver inclusive growth that genuinely connects to the needs of local communities.

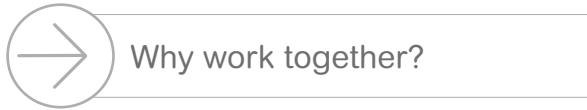
Secondly, partnership helps to get communities working together. It can build citizenship and create a stronger sense of place – as well as stronger bonds between different places. Working together offers more ways of empowering local people and creating capacity, as well as a means of identifying resources and opportunities that would not otherwise exist.

Thirdly, in an era of financial pressure on services, better relationships between local and principal councils can help local government to find creative ways of delivering outcomes. This is not just about 'efficiencies' or passing costs downwards. It is about town and parish councils using their local knowledge, community ties and better grasp of local needs to design and deliver services.

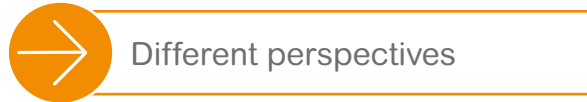
The sections on **community influence**, **local participation** and **service delivery** – cover these three areas. You can go to them directly by clicking the tabs down the left-hand side.

The section on **different perspectives** highlights the range of responsibilities that different tiers of councils have. It gives some pointers about which parts of the guide might be a useful place to start, depending on the characteristics of your organisation.

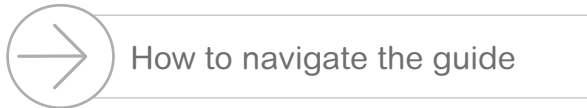
Different perspectives



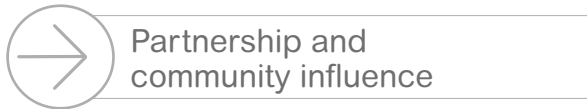
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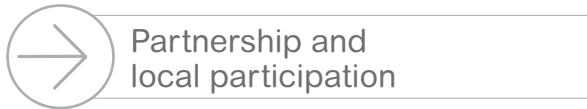
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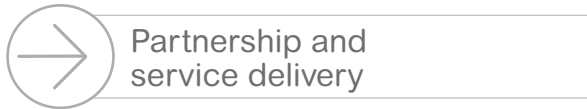
How to navigate the guide



Partnership and community influence



Partnership and local participation



Partnership and service delivery



Asset library

Understanding how other types of councils function is central to working together. The pressures and considerations are clearly very different at a large unitary with several thousand staff and an executive cabinet, than at a small parish with a part-time clerk. And there are many sizes of council between these two extremes.

This guide offers broad principles for how organisations of different sizes and with different capacities can work together to fulfil a common purpose. It obviously cannot set out rules for every conceivable type of partnership between tiers. But the four boxes below offer a core explanation of how other councils work, to help think about partnership from others' points-of-view.

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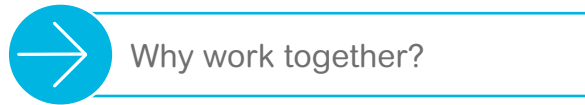
→ Asset library

	Two-tier principal council areas	Single-tier principal council areas	Larger local councils	Smaller local councils
How many exist?	27 upper tier (eg county) and over 200 lower tier councils (eg district)	57 unitary councils, plus 68 London and metropolitan boroughs	Around 700, mostly town councils but a few larger parish councils	Over 9,000 nationally
How many people do they serve?	Upper tier councils have around 400,000 to 1.5 million residents; lower tier principals usually have under 200,000 residents	Between 200,000 to 800,000 local residents	3,000 residents to around 60,000 residents – sometimes bigger than a district council	Between a few hundred residents to around 2,000
How do budgets work?	Cabinets approve spending and full council ratifies	Cabinets approve spending and full council ratifies	Council approves spending; flexibility to spend through Section 137 and Power of General Competence	Council approves spending; precept often supported through external grants
What are the key officer roles for partnership?	Ideally an officer centrally located at both councils – at districts this will often be part of a role, at counties a full-time position	Ideally an officer within a centrally located/ corporate department (eg member services)	Clerk or CEO with core staffing team which can vary from two or three to 80	Clerk – usually only paid staff member, often part-time (sometimes just one day a week)

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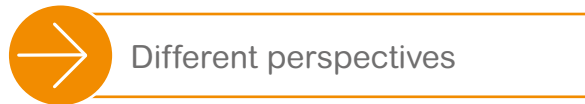
What are the key political structures?	No single decision making system for all councils. Could be: a leader and cabinet system, where councillors of the cabinet (referred to as portfolio holders) have decision making powers, with a responsibility for a certain service area; a mayoral system, where a council has a directly elected executive mayor with decision making powers; or a committee system, which makes decisions via committees made up of councillors from all parties.	No single decision making system for all councils. Could be: a leader and cabinet system, where councillors of the cabinet (referred to as portfolio holders) have decision making powers, with a responsibility for a certain service area; a mayoral system, where a council has a directly elected executive mayor with decision making powers; or a committee system, which makes decisions via committees made up of councillors from all parties.	Corporate structure with Chairman of the council; sometimes a non-executive Mayor/Leader; more politically partisan than smaller local councils but with cross-party cooperation, with a minimum of five councillors	Corporate structure with Chairman of the council; with a minimum of five councillors
How do electoral timescales operate?	May to April, elections 'by thirds' each year (with a fallow year)	May to April, often 'all out' elections every four years	Electoral cycles are every four years, often aligned with principal council elections	Electoral cycles are every four years, often aligned with principal council elections
How regularly are decisions usually made?	Weekly to monthly Cabinet meetings, full council sessions every six to eight weeks	Weekly to monthly Cabinet meetings, full council sessions every 6-8 weeks	Council and committee system, with a minimum requirement of four council meetings per annum	Council and committee system, with a minimum requirement of four council meetings per annum
What support and membership bodies do they have?	LGA, County Councils' Network (CCN), District Councils Network (DCN), SOLACE	LGA, SIGOMA, Core Cities, Key Cities, London Councils, SOLACE	NALC, the Associations of Local Councils (ALCs) and the Society of Local Council Clerks (SLCC)	NALC, the ALCs and the SLCC

How to navigate the guide



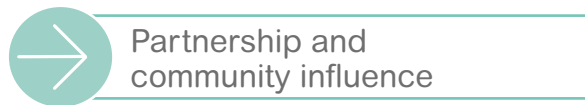
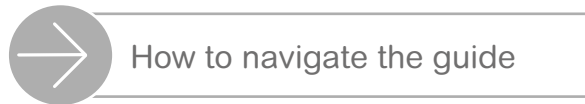
Each of the three subsequent sections apply to councils of every size and experience level. However, depending on the characteristics of your council and your prior experiences of partnerships, there may be certain places where it is more useful to start.

In regards to partnership working and smaller parishes, the chapters on how to join forces with other local partners so as to do more (ie 'clustering') and on making the case to residents for more local representation should be most useful.



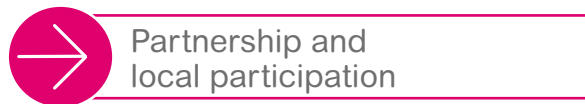
For readers from councils in urban or unparished areas, the chapter on creating new grass roots partnerships might be useful. Likewise, the section on developing a vision for the local area may come in handy, in starting to think about the core reasons for partnering.

For larger principal councils with experience in this area, a useful place to start might be the chapters on building community capacity and engaging better with residents through partnering. These chapters are about the sophisticated ways in which cooperation between tiers can help develop the localism agenda. The chapter on designing channels so that principal and local councils can liaise also outlines a key way to make partnerships function better.



If your council has a long history of partnering between principal and local tiers, then the service delivery tiers section, may be of particular use. It looks at how best to improve outcomes via practical partnerships that enable asset and service transfers, more localised staffing, the division of capital and running costs, and the delivery of value for money. These may be of particular use when discussing types of longstanding service cooperation between larger local councils and principal councils.

Highlighted text also links to the relevant section.



Partnership and community influence

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One goal which unites local and principal councils is the importance of giving a greater voice to residents. Parish, town, district, unitary and county councils aspire to more effective engagement, and want local government to be democratic and representative. This is what makes local government important; it is what makes it local.

Positive relationships between local councils and principal councils can support better democratic engagement of communities across local areas.

This part of the guide looks at how strong partnerships between local councils and principal councils can deliver this. The four short chapters explain how to:

- develop a long-term vision for an area
- make the case to residents for more local representation
- engage better with residents through partnering
- create new grass-roots partnerships in unparished areas.

Each provides a checklist or step-by-step guide, and an example of partnership in action. By clicking on the links above you can go to any chapter that is especially relevant to your council.

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How to develop a long-term vision for a local area

Strong partnerships often take place when the local council has developed a strategic vision for their area, which the principal council can endorse and support. This creates mutual trust in each other.

A strong vision, based on the identity of a place and the priorities of its residents, can give a town or parish council the organisational confidence to take on devolved powers. It can present a democratic calling for the area: a clear sense of what they want to do, why they want to do it and how it can be achieved.

For local councils, developing a local vision starts with some clear thinking about goals and narratives on how best to meet the needs of residents. What are the opportunities and challenges for the area? What is the big picture ideal? This needs to include voices of residents, via a short survey or public meeting.

This feeds directly into a two or three year plan, with a set of priorities. The goals might be modest. But once they are in place it is easier to think about what is needed to achieve them – so it feels like there is less of a risk of it failing to work out.

Principal councils, meanwhile, have a big role to play. They may have their own ideas for a local area – based on insights about socio-demographic changes and challenges, for example – and want to work with the local council to identify shared priorities. Equally, principal councils can provide capacity for local engagement, and help develop and endorse narratives.

In terms of resources, principal councils might be aware of opportunities on the horizon, which could tally with the goals of local councils. New funding or opportunities for pilot projects can be flagged to relevant parishes, as pre-emptive ways of starting to talk about vision.

By working together to fashion a vision for the town or parish, both parties can therefore represent the views and values of local people. And, in so doing, they can build mutual trust and allow the community's voice to be heard.

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Case study

Cornwall Council and Falmouth Town Council

Falmouth Town Council has built the views of local people into forward planning, to present a clear vision for the area. As part of this, they underwrote a 2030 neighbourhood plan and an economic strategy. These documents involved local stakeholders, and have added clarity and coherence to Falmouth's plans. This has in turn instilled Cornwall with the confidence to devolve assets and services.

Each stage of devolution between principal and local council has involved significant consultation around services and the precept. This has seen Falmouth take charge of library and information services, which they run alongside an art gallery and an outreach centre. In order to facilitate the vision, Cornwall Council's community link officers, who are team members of the localism service, are tasked with supporting the town council. Their role is to ensure that the relevant Cornwall council officers understand the devolution aspirations of the town council and can make the devolution proposals work.

All of this was driven by the initial development of an underlying vision. This created a clear path into the future, building mutual confidence between local and principal.

For more information email Mark Williams, Town Clerk markwilliams@falmouthtowncouncil.com or Mark James, Community Link Officer, mjames2@cornwall.gov.uk

Checklist

- ☐ Think about a top-line narrative for the area
- ☐ Test ideas for this vision with residents
- ☐ Set out goals for the area that can be measured
- ☐ Decide what is needed to fulfil the goals and vision

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How to make the case to residents for more local representation

One of the most important aspects of partnership and devolving services is explaining to the community what local councils do. This is especially true if a new partnership requires a local council to ask for more from residents in terms of money or time commitments.

An important thing to recognise is that most residents do not distinguish between local and principal councils, at least when it comes to knowing exactly who provides which services.

Spelling this out is essential. By creating a narrative and policies to back it up, local councils can make what they are doing tangible, so people start to understand what they are getting for their precept. Is their grass being cut where previously it wouldn't have been, for example?

It is preferable for both the local and principal council to partner up so as to communicate this, so residents do not feel they are paying two organisations that are not talking.

An important part of making the case to local residents is demonstrating the extra flexibility, accountability and value that more grass roots services can deliver. So, as the next chapter, 'How to engage better with residents through partnering', explains, communicating this should ideally involve engagement with the community.

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Case study

Castle Donington Parish Council, North West Leicestershire District Council

Castle Donington Parish Council wanted to deliver extra services in light of smaller budgets at principal level. There was a strong local desire and business case for creating a community hub to bring together a range of services, including the parish council, community library and volunteer centre. It was important to explain to residents the 50 per cent increase in the precept that this required.

The principal authority, North West Leicestershire District Council, was keen to support this. In particular, they had the infrastructure in place to help understand residents' priorities in the new financial context – following a village appraisal engagement exercise a few years before.

Castle Donington therefore ran an online survey to get an update on community priorities. This was promoted widely through leaflets, public meetings about the precept, Q&A sessions, and visits from councillors at principal and local level. And the results revealed broad support for the community hub, as a long-term, cost-effective base for service-providing organisations.

When a building became available for the hub, the council held a snap poll with support from North West Leicestershire, winning majority support for the purchase of the building as a community hub. North West Leicestershire also backed the plan. They advised Castle Donington on planning issues and match-funded a community fund grant from Roxhill Development towards the hub.

This example of devolved working came about through external pressures, and the efforts to sustain services could have been seen as asking for 'more for less'. But by making sure the plans for spending the extra revenue were tangible, clearly communicated and attuned to the needs of local people, Castle Donington and North West Leicestershire instead helped deliver a more localised form of government.

For more information email Fiona Palmer, Clerk, clerk@cdpc.org.uk.

Checklist

- ☐ Think about what you are offering from a resident's perspective
- ☐ Work together – between local and principal – to look at what extra benefits the partnership is bringing
- ☐ Communicate this in coordinated ways, linking tangible benefits brought by the added precept to a wider vision for the area

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How to engage better with residents through partnering

Rather than partnerships between principal councils and local councils only being about delivery, there is a great deal of potential in those built around dialogue with local people and their involvement in decision-making. Local partnership between principal and local councils takes decision-making a step closer to local people. This helps create trust in decision-making, and opens up new channels of communication between the principal council and the community.

The case of Choppington Town Council, below, shows that on a complex issue like participatory budgets, there is a significant role for local councils. Indeed, by taking decisions a step closer to the grass roots, engagement around decisions can sometimes be easier. Communities often find it easier to engage and identify a common purpose when the process feels more local and tangible.

This is an aspect of partnership where there is still potential. Fulfilling this often starts with principal councils. Most have teams or individuals responsible for consultation and engagement; local councils are key stakeholders in decisions and should be

considered as such. Ideally, a member of the engagement team will be able to act as a champion for the area's local councils to ensure a dialogue is always open.

For local councils, the aim is to increase capacity to reflect local views. This can be fairly simple – eg online surveys with representative samples, or discussion groups with parish councillors. But the more that local councils are able to act as a barometer for opinion – collecting, analysing and keeping information safe – the more they can play a role in engagement. Principal councils can help local councils by providing frameworks and protocols for doing this well.

Another good example of this is the partnership between Horninglow and Eton Parish Council and Staffordshire County Council. In this example, the local council and county council highways team engaged with residents on traffic and parking issues. Their work to introduce a one-way system involved the parish leading on resident engagement and the county council leading on statutory aspects of the consultation.

The LGA's [New Conversations guide](#) includes a range of key principles of community engagement – including tips for including local councils.

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Case study

Northumberland County Council and Choppington Parish Council

Choppington Parish Council comprises 5,000 households in seven communities. The local council engages residents in decisions through surveys, meetings with service users, and engagement with local groups. They use participatory budgeting to understand priorities, and they have a Residents' Panel who approve expenditure, scrutinise budgets and set the level of the precept. This ensures that the parish council's resources are used to achieve the community's strategic objectives and cost criteria.

This all began in 2011, and a local partnership between Choppington Parish Council and Northumberland County Council now covers all aspects of local delivery.

A 'partnership team' jointly funded and directed by the two authorities delivers Northumberland's standard baseline level of services, and this is enhanced and tailored to meet the specific priorities of the local community.

Northumberland support the approach adopted by Choppington Parish Council and draw on the community intelligence Choppington has gathered, so as to improve standards and to deliver value-for-money.

Choppington consulted, for instance, on grass-cutting standards and provision of floral displays, and were able to feed insights back to the principal council on local priorities. This has resulted in Northumberland re-equipping the type of machines used and increasing its staffing resource for grass-cutting – as well as providing new floral displays on several main roundabouts to provide distinctive gateway features when entering the parish. This approach was then adopted by many of the other town and parish councils in the area.

For more information, email David Nicholson, Clerk, at dln@choppingtonparishcouncil.org or Paul Jones, Director of Local Services and Housing Delivery, at paul.jones01@northumberland.gov.uk

Checklist

- ☐ Include local councils in principal council engagement decisions on consultation/ and planning issues
- ☐ Build local council capacity to accurately gauge opinion
- ☐ Start by consulting on the big picture vision – but feed this into specific choices
- ☐ Give local people maximum information to make informed choices

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How to create new grass roots partnerships in unparished areas

Local councils do not cover the whole of the country. In fact, whilst some areas will have had them for many years, others, such as London Boroughs and other urban areas may have never had a parish or town council in their area before.

Yet far from being a relic, town and parish councils can play a vital role in the future of localism. For a metropolitan borough, for instance – where existing partnerships often tend to be with higher tiers, like combined authorities – some communities are considering the role a newly created local council could play in helping deliver services in their area.

The key to establishing local partnerships is to think through some of the challenges that establishing new parishes might throw up.

People might not be familiar with the practice to begin with, so start out by working with what already exists. Flexibility is vital, as the process might involve different local organisations (and different names, like ‘community councils’), rather than a traditional parish model.

Another important factor is establishing a vision (already discussed in our first ‘How To...’). 2007 legislation made it possible for any area to set up a Neighbourhood Plan, based on their local vision. And the most effective approaches, whether with the establishment of a new town council or a whole new parish tier, are underpinned by a sense of purpose.

The final thing to consider, particularly in urban areas, is socio-economic diversity. For instance, a more deprived area will bring in a smaller precept than a larger one and will often have less citizen capacity. Equally, difficulties may arise in areas which contain business districts which need more resources and have fewer residents. There are no perfect answers to these questions, but they still require significant consideration.

Interesting examples range from Birmingham, which is looking to develop a new town and parish policy framework, through to Milton Keynes, which has historically worked with parishes that pre-date the town. Meanwhile, **Queens Park Community Council** in Westminster remains London’s only local council, and shows the potential of urban partnerships.

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Case study Birmingham City Council

Birmingham City Council's Corporate Resources and Governance Scrutiny Committee set up an inquiry group to gather together the lessons that could be learned from how the two local councils within Birmingham, New Frankley in Birmingham Parish Council and Royal Sutton Coldfield Town Council, have been working with the city council.

What the inquiry group found was that the majority of the issues raised by the town and parish councils were operational: a lack of a more formalised structure and an effective working relationship with Birmingham City Council meant that they were encountering delays in getting projects off the ground and in getting problems resolved. The inquiry group recognised this to be a significant concern because delays and blockages may lead to cynicism about the ability of local councils to achieve their goals and about the willingness of the city council to engage at a local level.

The inquiry group recommended a number of processes to be put in place in order to facilitate successful partnership working between the city council, local councils and local residents. These include a cross-party council policy on local governance, a charter or framework between the city council and local councils, and a set of local 'devo deals'.

Since the scrutiny report was published, the city council has published a draft policy statement ('green paper') on 'Working with Neighbourhoods', to respond to the recommendations and other issues. This proposes a more detailed approach to engaging with stakeholders (over summer 2018); sharpening up operational response; and developing guidance and principles for working with parish councils. This will be supported by joint work with NALC to support the process, drawing on national best practice.

For more information email Iram Choudry at iram.choudry@birmingham.gov.uk

Checklist

- ☐ Start flexibly, with pre-existing organisations
- ☐ Get staff onboard – who might not have previously worked with local councils
- ☐ Put vision and purpose at the heart of what you do
- ☐ Remember social and economic differences in urban areas

Partnership and local participation

→ Why work together?

Participation is central to successful partnerships. The more citizens, communities, and councils recognise common goals and develop a shared sense of a purpose, the more that can be achieved.

Each provides a checklist or step-by-step guide, and an example of partnership in action. By clicking on the links above you can go to any chapters that is especially relevant to your council.

→ Different perspectives

Many of the shared challenges which local and principal councils now face can be solved by building strong relationships. Joined-up approaches allow potential to be released among citizens and capacity to be built in communities. By working together local councils can combine forces with each other and coordinate with principal councils to build a stronger, more inclusive sense of place.

→ How to navigate the guide

→ Partnership and community influence

This part of the guide looks at the essential role that partnership and cooperation plays in doing this. The four short chapters explain how to:

→ Partnership and local participation

- build community capacity and citizen power through partnership
- design channels so that principal and local councils can liaise with each other
- create shared agreements about working relationships between tiers
- join forces with other local partners so as to do more.

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How to build community capacity and citizen power through partnership

One of the biggest advantages of principal and local councils working together is that it allows policy interventions to set down real roots in the neighbourhoods, and to be carried out in partnership with local people.

Local councils are immersed in their communities. They are run by people who live and breathe what is going on in their town, village or neighbourhood. There is a level of depth that principal councils, with their broader geographical remits, can find more challenging to build.

The first step to building local capacity through partnership is to identify shared priorities for a community. These might be demographic, economic, or related to social issues. (In Alcester, featured in our case study, it was the phenomenon of an ageing population). Often, the quantitative data provided by the principal council and the qualitative understanding of the local council can complement each other.

After this, both parties can start to think about what

the local council can do with the community. What do they have, by way of local connections and insight, which the higher tiers of local government do not? What do they have by way of people and assets?

And what, conversely, can the principal council provide to support the local council? It might, for example, be able to help by supplying advice on the management of budgets or the formulation of metrics to help a project achieve its potential.

The long-term aim with an idea like this is to embed roots in the community that become self-sustaining through having an immediate grass roots presence. This can help communities to do more, with the local council acting as a source of immediate support and continuity. And it can create more responsive communities.

As the Alcester case study shows, partnership approaches like this can help tackle some of the biggest issues facing the country – adult social care, social prescribing and the ageing population – at the most local of levels.

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Case study

Alcester Town Council and Warwickshire County Council

Alcester Town Council is a middle-sized local council with a population of 8,000. One third are over the age of 65. Alcester formed a Health and Wellbeing Board in 2015, mirroring the county structure and including representatives from the NHS Trust and CCG, and charities such as Age UK and Citizens Advice, as well as Warwickshire County Council representatives.

Alcester received funding from Warwickshire to employ two part-time health and wellbeing coordinators, tackling isolation among older people, and focusing on preventative steps. They work with existing clubs and societies, and when gaps are found they set up new groups. They also recruit and train volunteers – meaning several of the groups, including a lunch club with 40 members, are now self-sufficient. The coordinators also work one-to-one with older people who require support with issues relating to, for example, housing, benefits or care.

Recently Warwickshire County Council and local health services have started to use Alcester as a testbed for ‘place based’ working, prompted by the existing health and wellbeing presence. Working with their Health and Wellbeing Board partners, Alcester plans to extend its work to cover two other strands: young people’s mental health, and support for carers.

For more information, email Vanessa Lowe, Clerk, at clerk@alcester-tc.gov.uk

or Jenny Murray, Localities and Partnerships Manager at jennymurray@warwickshire.gov.uk

Checklist

- ☐ Work between tiers to identify shared community challenges
- ☐ Consider what capacity the local council has to be able to tackle local challenges
- ☐ Explore what capacity the principal council can provide to facilitate this
- ☐ Consider how it can become sustainable for the long term

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How to design channels so that principal and local councils can liaise

Part of the challenge with partnering towards a shared goal is that every relationship between councils is different.

Often, the role of individual relationships is essential in coordinating between tiers. Too often a member of staff leaving or a politician retiring results in partnerships withering away. Getting clear 'point people' in place, whose responsibility it is to liaise between the two, is therefore vital. Having individuals with set roles can help bridge the gap between principal and local levels.

In particular, a strong and flexible point person can help to cater to local councils' immensely varied levels of capacity, resource, and ability to navigate issues. It is no use relying on a single system or process; in a situation where one council is on the front foot and another needs to build its basic capacity, it is vital that there is a point of contact, or a single team to liaise with.

There are many different ways of going about this, depending on the structures in place. In some instances, it may be that councillors can play bridging roles – especially if they are a councillor at both the principal and local council have roots in the community.

Including responsibility for local councils within a Cabinet portfolio at the principal council can be another effective way of creating direct channels and responsibilities. And other principal councils deploy a parish liaison officer scheme, whereby each member of senior management has set roles. North Somerset council in particular has pioneered this.

Running alongside this, it is important for principal councils in areas with a number of town and parish councils to have dedicated officers or teams who hold responsibility for partnership. This helps to build capacity and realise potential in a more coordinated way.

However the channels for liaison are structured at a council, the important thing is to develop clear responsibilities and point people, who know the area sufficiently well that they can work with a range of different local partners.

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Case study Milton Keynes

Milton Keynes is a fully parished borough covering both urban and rural areas. In order to keep communication channels open between the principal council and all 48 parish and town councils, a named officer scheme has been created. A team of three officers (including the director of policy, insight and communications), as well as a named lead cabinet member, make up the group responsible for liaising with local councils.

In addition to acting as a point of contact for parish and town councils, the named officers meet up on a regular basis with the Parish Advisory Group – a set of parish councillors from across Milton Keynes, which includes a ward councillor (who is often dual-hatted) from all main parties. At these meetings, the two groups work to make decisions that affect parish and town councils. For instance, after an initial draft of a framework for local councils and service delivery was produced, discussions between the two groups led to significant amendments being made to the draft framework. The principles enshrined in the amended draft framework have now been approved by the cabinet.

The named officers also meet all parish councillors at quarterly parish forum meetings, which are organised by the Parish Advisory Group. The officers are also on hand to attend individual parish meetings, clerk's meetings, and area meetings. Working in an urban area with significant variations in capacity and revenue, having point people in place lets Milton Keynes get the relationships right in each case.

Email Kay Pettit, Programme Manager, Town and Parish Councils, at kay.pettit@milton-keynes.gov.uk for more information.

Checklist

- ☐ Identify channels of democratic influence through regular contact with councillors, and senior politicians and managers
- ☐ Create easy to contact officer teams with clear responsibilities
- ☐ Look for opportunities for shared training

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How to create shared agreements about working relationships between tiers

Establishing a strong working arrangement is essential in creating robust and effective partnerships between principal and local councils. A shared, well-understood sense of what underpins and drives the partnership can really help to turn it into something meaningful – rather than just an occasional or ad hoc relationship.

Charters or sets of 'partnership principles' are the most common ways of establishing and formalising this. However, getting them right is not always easy.

For charters to be effective, rather than just sitting in a drawer, they need several key components to be addressed.

For starters, there needs to be clarity from the outset about which organisations are included. Which principal councils are signed up to it, and which parishes? On some occasions there have been instances of principal or local councils not signing a charter they are included on – which means the partnership is over before it has begun.

Another point is about vision. We have already mentioned the importance of an ambitious, mutually endorsed goal. This particularly applies to working relationships. The best charters set out concrete ambitions, and go beyond platitudes about cooperation. This can energise people around the partnership. And it can also help clarify what people want and expect from the partnership.

Perhaps more importantly than any of this, the most effective charters build relationships and interaction around them. Principal and local councils meet and interact around the newly established charter, using it as a catalyst for further cooperation. Or else the charter is a formalisation of relationships that are strong in the first place, clarifying roles and responsibilities that are already being realised in practice.

There are many ways of doing this. Charter Champion schemes or training programmes are often a good idea. But however the working relationship is codified, the key is that any set of principles is written with the aim of becoming a living, breathing tool for real cooperation.

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Case study Warwickshire County Council

The Warwickshire Local Councils' Charter has been approved by each of the parished principal councils in the county. It provides a partnership framework which covers communication, consultation, support and the measurement of progress.

To embed this, it is being rolled out through a Parish Champion scheme. The scheme ensures that the principles of the charter are communicated throughout the parished areas. Warwickshire Association of Local Councils, which was instrumental in writing the charter, has helped coordinate the Parish Champion scheme. All of the principal councils in the county are signed up to it, and a champion has now been appointed for all except one (which is currently working towards the same goal), as well as for the county council.

The champion is a local councillor who acts as a link between the different tiers, to ensure that the principles of the charter are adopted. They are responsible for raising awareness, facilitating discussions about devolution of services, attending local council liaison meetings, and encouraging joint training.

One benefit that has already been seen is that councils in the county now do two and even three-tier training much more frequently, with councillors from the county, district, borough and local level in attendance. The first three-tier training event was held last year involving Warwickshire County Council, Stratford-on-Avon District Council and the local councils in the district. These training events build better working relationships and create a better understanding of how different roles interact.

Email, John Crossling at johnc@walc.org.uk, Jenny Murray at jennymurray@warwickshire.gov.uk, or Amanda Wilson-Patterson at amandawilsonpatterson@warwickshire.gov.uk, for more information.

Checklist

- ☐ Clarify who is included in the charter and ensure buy-in of all parties
- ☐ Create ambitious, co-produced shared goals
- ☐ Include roles and responsibilities – and expectations and hopes
- ☐ Get people to drive the working relationship – eg Charter Champions

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How to join forces with other local partners so as to do more

Sometimes known as 'clustering', the process of establishing cooperation between small councils is a key aspect of effective partnership.

This is especially true among smaller organisations within the local council sector. The majority of town and parish councils – around four fifths, by some estimates – have less than 2,500 residents. Resource capacity is often fairly low, with just a single part-time clerk in some cases.

There is therefore a strong argument for working together to pool resources between adjacent local councils – when those councils are close together and have a sense of shared purpose. This can allow a single member of staff to work across an area, or a single facility to be utilised across town and parish boundaries. It might allow a group of very small organisations to develop a shared voice and be heard collectively, or allow skills and expertise to be shared.

District, county and unitary councils have a vital role to play in facilitating this. The 'bird's eye view' afforded by the principal tier sometimes lets them recognise areas where a common purpose might

exist between local councils, and where that common purpose might be shared by the principal council in trying to improve the area.

Relationships are key to this. Strong clusters will often have a lead local council which helps the towns or parishes to combine forces. In the case of groups of very small parishes, some partners may be dormant or play a more minor role. It is important that everyone is happy with clustering arrangements, however, and facilitators often have a role to play in cultivating and formalising the working relationships (ie by helping draw up a charter). So, it is important that there is a single point person at the principal council level, who can help the cluster fulfil its potential.

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Case study

Ashford Borough Council, and Wittersham, Stone-in-Oxney, Warehorne and Kenardington Parish Councils

Following the 2011 Localism Act, Kent County Council, Ashford Borough Council and four parishes decided to team up to deliver a new service. Wittersham Parish Council, Stone-in-Oxney Parish Council, Warehorne Parish Council and Kenardington Parish Council represented neighbouring villages. They had a strong shared agenda, which the county and borough councils helped them develop. In particular, the local councils were aware of resident concerns about the condition of the village's public spaces. They wanted to improve upkeep and maintenance in areas such as grass cutting, hedge trimming, weeding and litter disposal.

As individual parishes, none could justify a full-time staff member. But by joining forces they were able to employ a village caretaker. The role was funded by Ashford's allocated budget for services such as grass cutting, together with a contribution from Kent and three of the parishes, alongside a grant from Ashford for the trailer. The lead parish council, Wittersham, ran the programme on a day-to-day basis, having identified a candidate for the role who lived locally. Ashford gave general support and continues to do so.

The scheme is still working well, helping to keep the villages spic and span, and building relationships and interactions between the villages.

Email Michelle Byrne at michelle.byrne@ashford.gov.uk for more information.

Checklist

- ☐ Seek commonalities between local councils that are geographically close and similar in character
- ☐ Look to create a vision which might unite the cluster: why do they want to join forces?
- ☐ Find a point person to drive the project at principal level, and a lead officer at local level
- ☐ Codify the relationship – including any financial issues – via a charter or working document

Partnership and service delivery

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Ultimately, the primary reason for the existence of local government is practical – to deliver services, run public assets and resources, and give residents the support they need. Whether you are a small parish with a few thousand residents, or a combined authority with a population of millions, the aim is the same: high quality, value for money services, which serve the community in the ways they want and need. Working together can help to deliver services at the scale which is needed – be it large or small – in the most effective and responsive ways possible. This is especially true at a time when budgets are smaller and financial pressures greater.

This part of the guide looks at how the interrelation between principal and local councils can do this. The four short chapters explain how to:

- transfer powers and responsibilities between tiers
- use local partnerships to make staffing more responsive
- divide up capital and costs to create new opportunities
- team up to deliver value-for-money.

Each provides a checklist or step-by-step guide, and an example of partnership in action. By clicking on the links above you can go to any chapter that is especially relevant to your council.

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How to transfer powers and responsibilities between tiers

Transferring the running of services and assets between councils can be a contentious aspect of partnership working. Handled poorly, this process can undermine the potential for local councils to take genuine control.

This is especially true in the context of very large budget reductions for local government in recent years. In the worst-case scenarios, cuts to core budgets have meant that, in order to save an amenity or service, principal councils are approaching local councils to help continue a provision that might otherwise have to stop.

The temptation for local councils can be to see everything through this prism and reject all efforts to devolve physical assets or delivery duties. In other cases, conversely, they might seek ownership of an asset or service on principal rather than because they have a genuine vision for how to run it better.

The reality is that the transfer of services and assets can work well, but only if it manages to strike the right balance between new powers and new responsibilities.

This relates closely to the ideas of vision for the local area discussed elsewhere in this guide. The transfer of assets and services works best if the local council has a clear idea for how services can be run more effectively or imaginatively at a community level. The local council may have a better way of funding the asset or running the service. Or they may have a different goal for how the service itself functions – be it opening times or the look and feel of a local facility.

On other occasions this is to do with ownership and management. For example, on some occasions a town council has taken on a municipal building they were previously renting and then hired it out to the principal council when they need it. As a result, the local council is able to step up and do more, taking on more responsibility. But it has power alongside this responsibility, through ownership of a service that it previously only rented.

The important issue, ultimately, is that transfers are made in partnership, in the common interests of local residents. To achieve this, principal councils need to support local councils to generate a vision or plan for how they might do things better. And local councils, can help by understanding the pressures principal councils are under, and looking for proactive and constructive solutions.

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Case study

Wyre Forest District Council and Kidderminster Town Council

Wyre Forest District Council set up Kidderminster Town Council in 2015 following a Community Governance Review – with four out of every five voters in favour of the new local council.

Prior to Kidderminster Town Council's creation, there was consultation about what assets the town council would take on as part of the reorganisation – with local civic statues and toilets among those chosen.

The biggest asset transferred, however, was the freehold of the town hall. Wyre Forest leased back the 'events and entertainment' side of the facility and space for its customer services team, ensuring that services would run seamlessly. Under the agreement to run the town hall, Kidderminster contributes around 30 per cent of the costs and Wyre Forest continues to be responsible for the management and maintenance. This is done under a financial formula agreed between the two councils. Subsequently, the town council has negotiated the transfer of responsibility for a paddling pool which would otherwise have been closed.

The town council now have ambitions to run the town hall independently and promote its commercial and community uses. They have directly employed a project officer who is responsible for looking into ways in which the town hall can be developed as a vibrant community asset – for instance through identifying potential grants.

Email Ian Miller, Chief Executive, Wyre Forest District Council at Ian.Miller@wyreforestdc.gov.uk or Tony Beirne, Town Clerk, Kidderminster Town Council at Tony.Beirne@kidderminstertowncouncil.gov.uk for more information.

Checklist

- ☐ Create clear criteria for the circumstances when an asset can be transferred (eg only if it will be run better)
- ☐ Identify assets, at a principal level, that local councils could run better
- ☐ Work in partnership to develop clear plans in each case for how it will work better under local council control
- ☐ Develop clear contracts to formalise changes of ownership

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How to use local partnerships to make staffing more responsive

Principal councils work at a much larger scale than local councils – including when it comes to staffing.

Frequently, a principal council will employ very specialised members of staff across a large area. In an area of reduced budgets, these types of roles can become hard for principal councils to justify. This is especially true if there are parts of the wider area that no longer require a particular service.

Working with local councils provides a way around this. It can create an effective, localised and tailored workforce. And it can save jobs in the process.

It might be, for instance, that a particular council no longer needs a county-wide cemetery manager, but that an individual local council requires someone with a broader remit to run all their open spaces. Contracting the member of staff to the local council like this would allow a less specialised, more ‘all round’ service, putting employees in place where they are needed. In the process it might bring staff closer to their homes, and give them deeper roots in a specific local area.

A key factor in doing this is, of course, for principal councils to look at whether there are areas where specialised staff are over-resourced. There needs to be a clear dialogue with town and parish councils about places where there are gaps at a local level.

There also needs to be a strong human resource focus, on training staff and identifying whether they are interested in a more geographically precise sphere of activity.

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Case study

Southern Parishes group, Hampshire

In the Hampshire area, a group of parish councils formed the Southern Parishes group. The aim was to identify ways of supporting each other with staffing, facilities, and bulk-buying.

The group is made up of local councils of varying sizes, and one of its first steps was to explore staffing needs. As a result, Bishop's Waltham, one of the group's larger councils, contracted out their lengthsman to two smaller local councils, Durley Parish and Upham Parish. The lengthsman now works half a day at each.

Building on this, the Southern Parishes group worked, with the support of district councils in the area – and in particular Eastleigh – to identify issues where the same principles applied. Dog fouling, littering, fly-tipping, and flyposting were picked out as partnership priorities to tackle.

The Southern Parishes decided to appoint an Accredited Community Safety Officer (ACSO) to deal with these problems. Bishop's Waltham Parish Council contracted the ACSO out for a third of the time to Swanmore Parish Council. They are looking to recruit another in the future who could be contracted out to other smaller local councils in the group.

The approach underpinning this shows how, by working together, councils of different sizes can work together to make sure staffing needs are met.

Email Lindsay Edge at parishclerk@bishopsvaltham-pc.gov.uk for more information.

Checklist

- ☐ Find places where a localised employee might work better than an area-wide specialist – and vice versa
- ☐ Decide how to fund new roles
- ☐ Work with staff to oversee any changes

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How to divide up capital and costs to create new opportunities

The difference between principal and local councils is often to do with capacity versus flexibility.

Local councils run on smaller budgets, based on individual grants and their precept. They tend, as a result, to be more risk averse even if they have ideas for innovating. On the other hand, local councils often have more flexibility than principal councils. They can be nimble in responding to service needs, in ways others cannot.

One way to maximise the potential between the two is to look into ways of juggling capital and running costs. For instance, the principal council can provide upfront costs for a local council idea – which to them involves relatively small risk. And the local council can run services in flexible ways, using local staff and resources, and keeping running costs low as a result.

This lets both principal and local councils play to their strengths – bringing service benefits that might otherwise not exist.

Often, an initial step in doing this is the identification of funds or grants, at a principal council level. These may have a strong emphasis on a certain issue – high street development, or renovation of green spaces, for example – on which the town or parish council might have something to contribute. Match-funded approaches between local and principal councils are another version of roughly the same thing.

This is an issue where partnership is welcome for both sides. Principal councils may want to divert funds and allocate resources to particular areas, but may not have the time to implement them. And local councils may have the enthusiasm and local knowledge to run services well, but not the tools. Often a relatively small outlay can result in both parties working towards a shared goal. The principal council then has a key role to play in evaluating and justifying the effectiveness of approaches.

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Case study

Dunstable Town Council and Central Bedfordshire Council

Dunstable Town Council won funding through Central Bedfordshire Council's Market Town Regeneration Fund. In order to be eligible for this funding, Dunstable had to evidence match-funding.

One of the projects that the grant supported was the Dunstable Town Centre Ranger scheme. They already had one town ranger and wanted to employ a second person to carry out similar duties specifically focused on the town centre. The Central Bedfordshire grant was for capital only and allowed them to purchase a ride-on utility vehicle, industrial jet-washer, and mechanical sweeper. The revenue costs of employing and managing a staff member came from Dunstable, who could evidence funding to employ the new ranger for five years.

The Town Centre Ranger Scheme helps to enhance the street cleaning services offered by Central Bedfordshire Council. It builds a sense of social capital and shared pride in the area.

Supporting local projects through offering grants like the Market Town Regeneration Fund helps to break down barriers between principal and local councils. It demonstrates the possibilities when both parties play to their strengths.

Email Nigel Young at: nigel.young@centralbedfordshire.gov.uk for more information.

Checklist

- ☐ Look for national funds and grants directed at specific issues
- ☐ Establish clear communications between principals and locals
- ☐ Identify issues at Town or Parish level where a small outlay could bring long-term results
- ☐ Cooperate between tiers to monitor delivery and assess return on investment

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How to team up to deliver value-for-money

Achieving better value for money, through joint procurement or by increasing the opportunity to secure extra funding, is a central benefit of partnership working.

A big part of this comes from the fact that working in partnership allows people to alter, in effect, the size and scale at which their council works.

In some cases, for example, procurement is easier for a bigger organisation, which is effectively buying in bulk. So, a large county council might be able to deliver better value for money for residents than a small parish. Teaming up in ways that acknowledge this – by clustering, partnering and working as one – can help smaller councils to punch above their weight.

But it can sometimes work the other way, too. Small local councils might be able to purchase an individual, bespoke service from a contractor for a more reasonable, non-premium price – avoiding the expense of having it done by the supplier as a ‘bolt on’ for a larger client. There are occasions where smaller is better.

The other aspect to remember here is funding. For smaller parishes, extra budgets are often provided via structured grant funding. Often the amounts are small – under £500. But central government often provides funding for specific purposes, such as high street regeneration, or development of green spaces. And funds or grants are often more likely to be given out if principal and local councils are working together – offering the possibility for funders of an ultra-local footprint.

Often, a helpful function for staff leading on partnership can be to email town or parish councils on a regular basis with potential funding opportunities.

There is no perfect way of creating efficiency through partnership. But the most important thing is that both local and principal councils get around the table regularly, to think creatively about revenue opportunities.

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Case study

Burnley Borough Council and Padiham Town Council

Padiham Town Council sits in the Burnley Borough Council area. The town has a distinct heritage thanks to several historical landmarks – including the Rachel Kay-Shuttleworth and Gawthorpe Textiles Collection.

In 2018, Burnley Borough Council successfully won £1.9 million over five years, as part of a Townscape Heritage Lottery Fund Project. The funding was secured with Padiham Town Council as a partner. £1.4 million came directly from the Heritage Lottery fund, and the rest was generated by the council and private partners.

Known as Crafting the Future, the Padiham scheme is targeted at property and public realm improvement projects, and particularly at improving Victorian buildings in the town centre. It includes community craft activities, a “Homemade on the High Street” initiative, restoration and traffic calming, and other forms of investment in the area’s heritage.

The Crafting the Future proposals was given a significant boost by Burnley Borough Council’s decision to partner with the town council. Alongside resident groups and local businesses, Padiham Town Council provided authentic grass roots knowledge and a local footprint. Connections with Padiham Archives, for example, provided cultural links into the community.

The town council had also already helped develop and consult on the conservation area management plan – which was a key part of the successful bid.

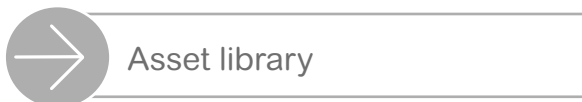
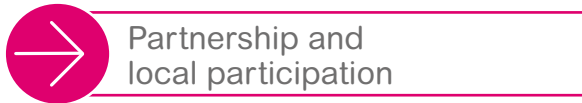
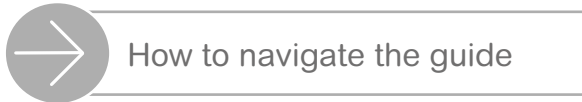
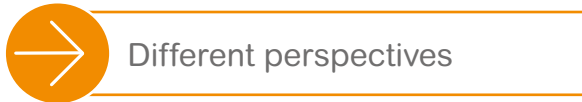
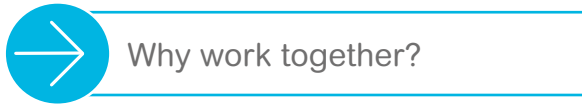
Ultimately, it is hoped the fund will help the area to grow economically and to attract visitors. And while the resource commitments were small, the joint commitment to the project helped funders to see that the bid had support at all levels of government.

Email Kate Ingram at kingram@burnley.gov.uk for more information.

Checklist

- ☐ Think big – looking at ways of teaming up for a wholesale approach to procurement
- ☐ Think small – looking at where smaller and nimbler councils can avoid big contractor costs
- ☐ Create direct channels of communication to flag grant and fund opportunities
- ☐ Stay in regular contact

Asset library



LGA and NALC resources

There are a lot of useful resources for partnership working on the NALC and LGA websites, including:

- The LGA's New Conversations guide, a toolkit for community engagement
- Three guides from the LGA on combined authorities, devolution and mayors
- a NALC template letter from local to principal council, to kickstart partnership work
- NALC Devo Plus toolkit provides a practical guide on devolution for local councils
- example onward devolution proposals from Gloucestershire
- a devolution toolkit from central government
- the 2017 LGA Councillor Workbook
- the LGA Councillor workbook on working with town and parish councils.

Further reading

The following publications are also of use in understanding the wider background to partnership working:

- *Modelling Devolution*, Working together to deliver local services, Local Government Association and National Association of Local Councils, January 2013.
- *The Voice of the Councillor*, Final report of the De Montfort University and Municipal Journal Councillor Commission, Local Governance Research Unit, De Montfort University, July 2017.
- *People Power*, Findings from the Commission on the Future of Localism: Summary Report, Commission on the Future of Localism, Locality, 2017.
- *A Prospectus for Ultra-localism: Working with government to help communities help themselves*, NALC 2017.
- *Locating Localism: Statecraft, citizenship and democracy*, Jane Wills, Policy Press, 2016.



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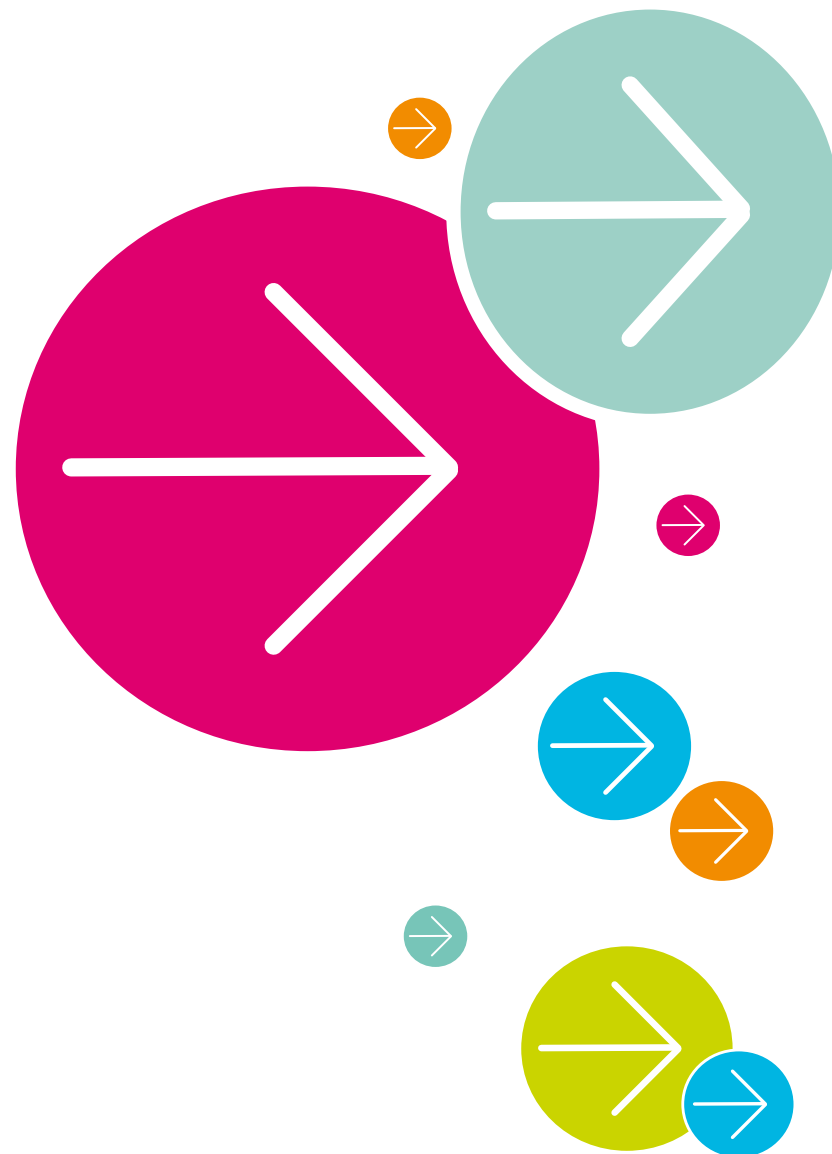
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REF 5.25



Modelling devolution

Working together to deliver local services



Foreword

This is a time of significant change in local government.

Both principal and local councils are seeing an increase in demand for services. Coupled with the reduction in public spending and the development of new methods of joint working such as community budgeting and local integrated services, the time is right for a fresh look at how councils at all levels can work together.

We know that there is much existing good practice of councils working more closely together, pooling resources, devolving services, and building capacity throughout the sector.

With around 9,000 local and nearly 400 principal councils in England alone, there is a rich supply of knowledge and skills, with a real willingness to work differently. We know the best councils are already working together to develop and provide services at the lowest appropriate level.

The Local Government Association (LGA) and National Association of Local Councils (NALC) support councillors and officers in part by sharing good practice and learning. This report aims to outline common features of how those leading councils are devolving services and assets and how principal councils are working with local councils to help develop their capacity and do even more on behalf of their communities.

We acknowledge that this is not always easy.

Culture, behaviour, ambition, political will, availability of financial resources and technical expertise can vary hugely from place to place. However, national policy and regulatory developments in planning, asset management and service provision, coupled with the financial pressures faced by all councils, are driving a renewed wave of interest in working at a very local level.

A spotlight is truly being shone on how councils are working together and what more can be done.

We hope you will find the examples in this report inspiring and informative. We are proud of what our councils are capable of when they work positively together.

This is a trying time for councils and councillors are having to make tough decisions with diminishing resources.

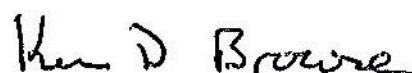
More than ever, councillors and officers will have to work with and listen carefully to local people to ensure that the right services are being delivered in the right way, to the right people, at the right level. This cannot be a short term, one-off effort. For local councils to continue to grow in importance and prominence in the years to come – matching their long and rich heritage with a bright and prosperous future – the media, public, private and voluntary sectors must firmly place local councils on their radar,

In order to deliver localism and the provisions of the Localism Act local councils in their turn must seize the opportunity and in particular find new ways of working with principal councils to deliver for local people and communities.

Continued strong local leadership will be needed at all levels to deliver the best possible outcomes for communities.



Councillor Sir Merrick Cockell
Chairman, Local Government Association



Councillor Ken Browne
Chairman, National Association
of Local Councils



Introduction the localism landscape

Our report is set within the context of the Government's localism and decentralisation agenda and its ambitions for open public services. This recognises that solutions designed, developed and delivered locally are often better placed than more centrally inspired initiatives to secure the cost effective outcomes people and communities need.

Responses that are developed, as well as delivered, locally can provide for real local ownership and put local people in the driving seat. This ownership matters because it means that projects can make better use of local knowledge, assets and infrastructure.

In the Coalition Agreement of May 2010 the Prime Minister and Deputy Prime Minister acknowledged that 'the time has come to disperse power more widely in Britain today'. This undertaking was reflected in a Government commitment to pass new powers and freedoms to town halls and communities, with power exercised at the lowest practicable level.

Localism Act

One of the key instruments for doing this is the Localism Act 2011, which gave councils and communities new powers and rights to continue to make a difference locally.

Importantly for principal and eligible local councils, the act introduced a new general

power of competence giving them the legal capacity to do anything that an individual can do that is not specifically prohibited. This new power gives councils more freedom to work together and with other organisations in new ways, be it to drive down costs or simply work more effectively. Crucially it gives councils increased confidence to do creative, innovative things to meet local people's needs.

The Localism Act also introduced:

The community right to challenge, giving local councils and other groups the right to express an interest in taking over the running of a principal council service.

The community right to bid, whereby principal councils are required to maintain a list of assets of community value, which have been nominated by the local community, including by a local council. When listed assets come up for sale or change of ownership, this right gives community groups the time to develop a bid and raise the money to bid to buy the asset when it comes on the open market.

The community right to build, part of the neighbourhood planning reforms, which give local councils and communities, in particular through local councils, the right to draw up a neighbourhood plan. It enables local people to shape and deliver the small scale site specific, community led developments their local community wants.

Open Public Services

In parallel with the Localism Act the Open Public Services White Paper, published in July 2011, further advocated the Government's wish to give people, where possible, direct control over neighbourhood



services, either by transferring the ownership of those services directly to communities, or by giving neighbourhood groups democratic control over them. It also articulated the Government's desire to do much more to reinvigorate the most local forms of government – parish, town and community councils – and allow them to take control of key local services, ensuring that these opportunities are available to everyone in the community. The white paper also set out Government's plans to make it easier to set up local councils.

Community budgets

As part of the drive to encourage more local control over the delivery of services, in 2011 the Government launched its community budgets pilot programme at the LGA's annual conference, followed in October 2011 by publication of the Community Budgets Prospectus.

This resulted in ten areas being selected to pilot neighbourhood community budgets, two of which are being led by local councils: Haverhill in Suffolk and Ilfracombe in Devon.

Neighbourhood community budgets offer people the freedom to do things differently in their own neighbourhoods. They enable areas to bring together the money, people and other resources needed to tackle local issues and improve services. They also provide a basis for much more integrated ways of managing local services, with residents and service providers working together to design and commission services around the community's priorities. Through these pilots the government wants to test how control of services and the budgets to run them can actually be pushed down below the principal council level to communities and neighbourhoods. These projects build on work already undertaken through initiatives such as participatory budgeting and the Cabinet Office's Local Integrated Services.

Modelling devolution

Finally in their Open Public Services 2012 document the Government undertook to ask the LGA and NALC to help with the development of model schemes for neighbourhood councils to become more involved in local service delivery and assume responsibilities and powers devolved from principal councils.

It is against this background that the LGA and NALC have undertaken to work together, including developing this joint report.

There is little new in what we are proposing. Right across the length and breadth of the country many local and principal councils have already seen the benefits of devolving service delivery to a more local level. By working more closely on shared ambitions they are already reaping the rewards.

The models described are based on the experiences of just some of these councils. But with nearly 400 principal councils and around 9,000 local councils in England alone, there could be an almost infinite number of ways that they could work together.

The five approaches described are not meant to offer a prescriptive solution to partnership working and delivering localism and community empowerment. Rather, drawing on the experiences of those that have already done it, we are aiming to offer food for thought with some recommended do's and don'ts for those councils that are just contemplating setting off down this path to consider

Readers of this report – be they councillors or officers – are invited to take a 'pick and mix' approach to the models outlined and adapt the elements and ideas included to

create a plan and way of working together that best suits their local context.

Approaches and illustrative case studies

We have distilled five broad approaches from the almost infinite variety of approaches that principal and local councils could take to working together. These are based upon the significant amount of engagement in service delivery that local councils already have and represent the core models from which most local variation derives.

The five broad models enabling local councils to become more involved in service delivery are:

1. **The charter approach.** An agreed local charter or more formal contract which lays down the principles of how principal and local councils should work together.
2. **Community asset transfer.** Where the principal council transfers assets to a local council.
3. **Clustering.** Cooperative working across local councils to take on services.
4. **Service delegation.** Top-down or bottom-up initiatives to transfer service delivery to the local council with the service funded locally from the parish precept, volunteers or some other local resource.
5. **Joint service provision.** The local council enhancing or 'topping up' an existing service provided by the principal council, through funding or provision of volunteers, or principal councils supporting local councils to improve their capability to provide services.

The charter approach

Charters aim to improve joint working arrangements and develop an understanding between the different tiers of local government. The arrangement is likely to be at a county or district level (including the county or district and all local councils) or it might be between all three and sets out the aims and expectations for partnership working.

The charter approach has been widely used for many years and a model charter – based on good practice from around the country – developed and promoted as part of the Quality Parishes Scheme. This model is still popular today as it provides a structure within which principal councils and local councils can agree to work. It can include a number of general principles and cover a common set of themes such as communication, planning, service delivery and how the document and relationship will be monitored and evaluated.

The charter approach is only a starting point setting out a commitment to work together and a statement of the principles by which all partners will approach their work together. The document itself should be able to adapt, evolve and be a living entity given at its heart is an ongoing relationship between the people in the organisations, rather than something that is signed and sits on a shelf merely to collect dust.

Many charters are in two parts: the first setting out the relationship between the principal council(s) and local councils, giving details of working practices aimed at improving partnership working, information sharing and communications; the second covering the functions or services that might be considered for delegation

including financial arrangements or a relationship with any Quality Councils.

For the charter approach to be meaningful the process by which it is developed is important. This will in itself help improve and strengthen relationships through clear dialogue and discussion. County associations of local councils, working on behalf of local councils in an area, play an important role in the development of charters and can act on behalf of one or all councils in an area. The final document itself should be just the beginning and used as an ongoing tool to improve relationships, with regular monitoring and review.

Community asset transfer

Principal councils can help local councils to assume responsibility for buildings or land in their area through the community asset transfer process. Asset transfer is the change in either management or ownership (or both) of a building or land. This gives local councils and/or community groups the chance to:

- keep open a service that the community relies on, which might otherwise close, like a community centre, swimming pool, or library
- bring an underused building or piece of land back into use for a new service
- attract new investment into the area.

The first stage for a principal council considering asset transfer is to identify the key objectives and outcomes expected of the programme. Asset transfer requires extensive community consultation – often facilitated by the local council – at an early stage to ensure that the council and community can work with the council to shape proposals.



Understanding and buy-in from local people, particularly users and volunteers, will help to ensure that asset transfer is effective in the long term.

Clustering by local councils

Clustering is not a new phenomenon and is best described as local councils increasing their effectiveness and meeting objectives through collaborative joint working and partnership arrangements. This can enable greater partnership working between the tiers of local government, especially around service devolution and delegation.

The most significant benefit of clustering to local councils is the potential for enhancing capacity. By achieving this, many other things become possible. Through clustering, a range of activities can be enhanced, including:

- collaboration in service delivery and resource sharing
- working together to influence a principal council or other agency
- networking through, for example, attending county association events and training seminars.

To this list, we can also add sharing of experience and knowledge and greater engagement with local people.

In practice there are a wide range of drivers that stimulate clustering, co-operation and collaboration. The underlying processes that are motivating a new wave of clustering amongst local councils include:

Local councils coming together under their own volition to achieve better results for their communities. These can be inspired by, amongst other things service delivery, economies of scale (including sharing of



clerks), resources and raising awareness of issues between councils and with an external audience. These aspirations are often the product of community-led planning or other engagement and appraisal exercises which can act as a catalyst for clustering.

Policies and governance structures established by principal councils encouraging local councils to work together – often with partners and stakeholders beyond their sector – to make the most of opportunities offered by the principal council initiatives.

Service delegation

Services work best when they are designed, managed and delivered at the most local level possible, and where they can be readily attuned to local circumstances and priorities. The delegation of functions and services from principal authorities to local councils has

steadily grown in popularity in recent years.

This has been in response to policy drivers around empowering communities and local councils; a greater demand from local councils to play a bigger service delivery role; and also the challenging financial circumstances facing principal authorities.

Local councils have a wide range of existing powers to deliver services and in many cases there is no barrier to them taking on services or managing assets. They and principal councils frequently have concurrent powers where both can provide a service, so delegation from one to the other is possible but without obligation.

In practice some services are much more frequently delegated than others. Some of the most common delegations are those covering the services which maintain the local environment, while others are more likely

to happen with larger local councils or a cluster working together to achieve economies of scale or overcome capacity issues.

Delegations take various forms and there can be different degrees of delegation, depending on local circumstances. One pragmatic approach is menu based where local councils can pick a level which suits their aspirations, capacity and skills.

Joint service provision

Successful collaboration makes it easier for councils at all tiers of local government to pool resources; share ideas, information and responsibility; and solve problems and find solutions. A partnership provides a forum for identifying the needs and negotiating the common goals of the wider community.

Through working in partnership, tensions can be identified and addressed without hampering the search for positive outcomes. Close liaison between local and principal council councillors, representing the same communities, is essential. The specific local knowledge held by local councils is a precious commodity of real value to organisations working across the district, county or region.

Partnership working is most effective when responsibilities are clearly agreed and players are respected as equals. Trust and openness help to share the load.



Illustrative case studies

These models and the benefits they bring are illustrated in the following case studies, which through their variety show that no one model can suit every circumstance.

Each case study highlights the processes gone through, the issues faced and how they were overcome. Key common themes and lessons from the case studies are summarised later in the paper.

Eastleigh Borough Council and Hamble-le-Rice and Chandler's Ford Parish Councils and Hedge End Town Council: devolving assets and the special expenses scheme

Eastleigh Borough Council in Hampshire has taken a forward-looking approach to delegating services to local councils and actively encourages exploring the benefits of delivering services more locally to citizens, as it believes local people are best placed to manage them.

Local councils were consulted by the borough council about what they were interested in managing and operating with the aim of further improving service delivery. Following consultation, a number of services have been devolved, including community buildings, open spaces, allotments and public toilets. Service delegation started with service level agreements for each local council for fixed periods, in some cases leading to permanent asset transfer or management.

In addition, the borough council agreed to set up a 'special expenses' scheme, to ensure that double taxation did not become an issue when the local councils delivered delegated services or took on management or ownership of assets. The approach concentrated on purely local services (excluding those of strategic borough-wide nature) and the Borough Council made sure buildings and facilities were in good condition before they were transferred.

The borough council has also developed a consultative structure, organising local area committees, each with a local area co-ordinator. These five officers enable both borough councillors and local council clerks to engage fully on the issues for each area. Stakeholders have found that any previous lack of trust between the parties has been overcome by the local area coordinators.

In order for the local councils to successfully manage devolved assets, such as land or buildings, the borough council covers initial legal costs and supports necessary legal training, including trading standards, licensing, planning, and charring meetings courses. The borough council has also absorbed indirect overheads and ensures that Transfer of Undertakings Protection of Employment (TUPE) does not become a barrier to any delegation or transfer. It is an ongoing partnership and this builds a closer understanding between the tiers, promoting mutual awareness of roles and working practices.

Over 60 assets have been transferred from the borough council to local councils in the last three years, including over 30 open spaces, eight play areas and four community centres. There has been positive feedback from the local area and some facilities, such as public toilets, that may have closed have remained open.

Every local council in Eastleigh delivers at least one delegated service. Below are three examples.

Hamble-le-Rice Parish Council

Hamble-le-Rice Parish Council, a twice-accredited Quality Parish Council, were extremely enthusiastic when Eastleigh Borough Council offered asset transfers to local councils. The parish council had managed the Donkey Derby Field since 1994, but seized the opportunity to take on the college playing fields, the lease for which was transferred in 2011. The parish council's management of the all-weather courts, football pitches and cricket square has already benefited local young people and sports enthusiasts and evening floodlights have cut down on vandalism and graffiti.

In 2009/10 the Hamble-le-Rice Parish Council precept rose by 29 per cent, but there were no local objections to this due to the fact that the parish council communicated its intention to residents through the village magazine. The nature of the asset transfer in terms of special expenses was explained in some detail to ensure public support for the initiative.

The parish council works with and learns from the borough council. They have recently taken over management of Westfield Common and hire in help from Eastleigh, which enables their own grounds staff to learn more about tree husbandry and commons management.

Hedge End Town Council

In previous years, some of Hedge End Town Council's many assets were leased on a peppercorn rent from Eastleigh Borough Council. These assets have now been formally devolved and are now managed for the benefit of the local community by the town council. For example, the Drummond Community Centre turns over approximately £3,000 per month. In addition, a 16 acre site known as Dowd's Farm (the biggest urban park laid out in the borough) is maintained and managed by the town council after a legal transfer from the borough council and a significant developer's contribution.

Six nature reserves and a woodland meadow have also been transferred by the borough council to the town council, along with the associated maintenance and management services, including grass cutting and tree management, and ensuring International Organization for Standardization (ISO) standards are met. The town council's own ground staff now take responsibility for maintaining buildings and grounds maintenance. They are well known in the local community and provide a helpful presence on the ground.

Chandler's Ford Parish Council

Chandler's Ford Parish Council was created on 1 April 2010 following a community governance review triggered by a petition from local people. The parish council is responsible for the maintenance of two allotment sites and a working group has been established to begin drafting a neighbourhood plan. This will involve a considerable amount of local consultation and engagement through public meetings, community events, the internet and surveys in order to effectively determine local priorities and future funding requirements.

A key issue likely to be raised by residents in discussions about local service delivery is the cost associated with services. The precept set by Eastleigh Borough Council for Chandler's Ford PC's first year stands at £138,000 (relatively small for a parish population of 18,000), but this will grow as increasing numbers of services are delegated to the parish council.

The approach in Eastleigh indicates that with trust and support, local councils can and will take on a greater role in local service delivery. With its flexible approach, Eastleigh Borough Council has nurtured an environment where the main question is, "What's next?"

Top tips

- Trust and openness are key to effective project delivery.
- Local area co-ordinators can help develop positive working relationships.
- Support from all tiers of government is important.
- Mutual respect between all of the organisations is critical to success.

Wiltshire Council and Salisbury City Council: large-scale change

Salisbury City Council was established in April 2009, when local government in the county of Wiltshire underwent re-organisation. A new unitary council, Wiltshire Council, was created with its headquarters in Trowbridge. The former Salisbury District Council was disbanded and in those parts of the county that were not already parished, local councils were created. This included Salisbury City Council, one of the largest local councils in the country with a population of about 45,000.

Initially, a working group was formed with representatives from the former district and county councils and Salisbury City Council itself. It was decided that Salisbury City Council should take on a mix of services, some of which cost money to run and others which generated an income. This ensured the precept could be set at a reasonable level. Open days were held at the Guildhall and residents' surveys were conducted so they could find out what local people thought. The proposals were negotiated and agreed with the Implementation Executive at Wiltshire County Council.

Total expenditure on services in 2010/11 is £2.9 million gross and £1.2 million net, providing an income from services of £1.7 million. There will also be an extensive capital programme over the next five years.

Currently, Salisbury City Council manages:

- 33 parks and open spaces (including sports pitches)
- 12 play areas, plus skate parks, sports walls and youth shelters
- 12 allotments sites (approximately 700 plots)
- nine cemeteries and churchyards
- the crematorium
- memorial trees and benches
- two of the pay-and-display car parks
- seven public convenience facilities
- a community centre (Bemerton Heath Centre)
- the twice-weekly charter market, plus farmers and continental markets, an annual charter fair, the city carnival, Armed Forces Day, the food and drink festival, Christmas lights and other special events
- the Guildhall
- a caravan and camping site
- various shops, offices and flats within an asset portfolio.

Some staff who had been delivering these services at the district council transferred to the city council under TUPE arrangements and other posts were filled on the open jobs market. Because of its size Salisbury City Council has chosen to distinguish the roles of its councillors and officers along lines more typical of a district council. Councillors take strategic decisions, setting policy direction, while decisions about service delivery decisions take place at an officer level. Officers also have financial delegations set at a level high enough to match the broad remit and working model.

Salisbury City Council holds the view that if a local council is going to be created it should be sufficiently viable to do things or it risks being seen as a lame duck. However, it recognises that its strong remit derives partly from having come about as part of local government re-organisation.

The former Salisbury District Council decided to transfer all its assets to the new unitary council. The intention was that relevant assets could then be transferred again, from Wiltshire Council to Salisbury City Council, at a later date. This process, involving hundreds of assets, has proven bureaucratic, frustrating and expensive. It has involved the city council in negotiations with individual service departments at Wiltshire, in some cases trying to ensure that restrictions (covenants) were not added to transfer agreements. Having the title deed transfers processed through the Land Registry Office has also taken longer than expected and involved much form filling. The issue has consumed a significant amount of management time and legal fees.

Salisbury City Council may continue to take on additional services over the next few years. This is being driven by financial pressures faced by Wiltshire Council and an ambitious city council. However, this drive forwards seems likely to be matched by a sober assessment of what is practical, recognising that growth brings its own challenges and the precept must remain acceptable to residents.

Top tips

- Asset transfer on a large scale can in some cases place a burden on the local councils involved.
- Transferring a mix of services which include some sources of revenue can help keep the precept down.
- Engage local people in consultation about changes to understand their service needs.



Sevenoaks District Council and Hextable Parish Council: finding your feet

Hextable Parish Council was created on 1 April 2008. Hextable is a rural village with a population of 4,400 in north-west Kent, in the district of Sevenoaks. It was granted parish status after a public petition which led to a Governance Review, following a campaign by local people. Previously, Hextable formed a significant part of the area covered by Swanley Town Council.

Following concerns from residents about appropriate representation, a Governance Review was undertaken, which recommended splitting Hextable away from Swanley to establish a new local council.

Sevenoaks District Council played a key role in the creation and early establishment of Hextable Parish Council. Following the Governance Review, the residents association became, in effect, the shadow body for the new local council. An officer from Sevenoaks was appointed to the task of liaising between the principal authority, Swanley Town Council, and the residents association to ensure the successful set up of the new council. This was a challenging role for two key reasons:

- Swanley Town Council had concerns about the creation of Hextable Parish Council, primarily because of the significant impact it would have on their tax base
- there were a number of formal duties required of Sevenoaks because of the way that Hextable would be created from an existing parished, rather than unparished, area. In effect, it was a disaggregation of Swanley Town Council.

Sevenoaks had not gone through such a process before and found itself on a steep learning curve. Its responsibilities included electoral arrangements, initial council meetings, premises identification, and asset and staff transfer. In addition, the decision to split the Town Council area was somewhat controversial. This meant an additional role for Sevenoaks was to arbitrate between the existing Town Council and the new local council over issues such as budget and precept setting, ensuring that tensions at a political level did not derail the process.

Specific duties undertaken by Sevenoaks during the set up phase included:

- Organising and overseeing the first contested election in May 2008, after the council was established in April that year.
- Managing the council's business, after its creation, through the first elections and until a Clerk was appointed. This meant running the first three parish council meetings and it involved a legal arrangement whereby the Hextable ward members from Swanley Town Council acted as consultees for the new Hextable Parish Council, though they had no decision making authority.

There was some confusion and lack of clarity around division of responsibility and control between the three concerned parties. Sevenoaks noted that knowing where to go for good practice, support and ideas might have eased the transition process and helped Sevenoaks prepare for their role.

Despite this initial confusion, Sevenoaks was able to step back very quickly once Hextable had recruited a clerk. One legacy of the separation process is that there is still a good relationship between the two councils.

The separation of Hextable from Swanley involved the transfer of three staff to Hextable Parish Council, together with playing fields, some buildings and a heritage centre. Transferring the assets that were within the Hextable area was relatively straightforward. Agreeing the appropriate staffing numbers that should transfer was initially a delicate issue. It relied heavily on time-consuming and complex TUPE arrangements, under which the transferring body (Swanley Town Council) had to identify and justify the staff that were to transfer.

Sevenoaks was able to recruit a local field manager, who had excellent local knowledge and had undertaken some parish and town clerk management courses. This post was crucial in establishing the effective governance and operation of the council right from the start. The manager was employed initially by Sevenoaks District Council, but transferred to Hextable Parish Council upon its vesting. He was able to sort out many initial practical arrangements, such as insurance, health and safety, and set up the new council office (eg installing telephones, IT and a payroll system). This manager eventually became the first parish clerk.

Kent Association of Local Councils (KALC) were involved closely in the recruitment of the clerk and provided timely advice to both Sevenoaks and the newly vested Hextable Parish Council. KALC also sat alongside the new Hextable councillors to help them with the selection process. Sevenoaks set up that recruitment process, but the Parish Council conducted interviews and appointed staff.

One other key area in which Sevenoaks District Council played a role was in the negotiations about the first budget and precept for Hextable. Both Swanley Town

Council and the residents association (representing the shadow Hextable Parish Council) developed draft budgets and associated precept levels for the first full financial year. Their initial positions were very different. Sevenoaks instituted a compromise precept which was halfway between the two positions.

In addition, Sevenoaks introduced a £25,000 contingency loan fund. In setting the first annual precept, Sevenoaks decided to make available this fund in case either of the new local councils was unable to balance its budget at the end of the year. Both councils greatly appreciated having this insurance, though neither of them ultimately needed to draw upon the fund.

The parish council has now emerged from its set up phase following a period of consolidation with the development and implementation of various necessary policies and procedures, including health and safety, staff welfare and staff appraisal.

There is a new parish clerk in post and there are plans to increase the local impact of the council's services. Hextable is a small, tightly knit community and the move to create the council is seen locally as a success. Because the pressure for a new parish council came from residents, there has always been good local engagement. This is something the clerk is building upon. A new website was launched, which provides better information about Council meetings and local decisions, and the regular Parish newsletters have always been well received.

The council is keen to make best use of the assets which were transferred from Swanley, including the Heritage Centre where the council has its office.



Top tips

- Local councils should use their regional association of local councils to find good practice.
- A local lead officer can be a valuable asset in setting up new structures.
- If available, a contingency fund can provide peace of mind through a period of transition.

West Sussex County Council and Burgess Hill Town Council: one point of contact

Burgess Hill is situated in the Mid Sussex district of West Sussex. In the early 1990s neither the county nor the district council had a presence in the town, and having county hall some 40 miles away presented a problem for delivering very local services. Burgess Hill Town Council took advantage of the new push for partnerships and worked to develop a single contact point for all council services in the heart of their town.

The Help Point, as it is known, has now processed over 400,000 enquiries since it opened and has been visited by the Queen. It has successfully fulfilled its initial aim to provide a single contact point for town, district and county services and has eliminated the confusion between responsibilities of the various tiers of government.

In the first three weeks of opening the Help Point registered over 400 complaints about local highways. This instigated a review of the highways function by the town and county councils and resulted in an arrangement in which the town council took on certain highway functions.



In the beginning a business case was negotiated based on the town council fulfilling the role of a schedule of rates contractor. Burgess Hill Town Council took on environmental maintenance work, such as clearance of weeds from gutters, highway sign cleaning, trimming highway trees and removal of fly posting.

The town council's remit soon expanded and it is now providing a trouble-shooting resource in the town for the highways department on items such as blocked drains, repair of potholes, maintenance of landscaped areas and removal of graffiti. This role eventually expanded to the point that the town council now provides a five-year contract for three teams of mobile maintenance units staffed by five full time workers. These teams have a thorough understanding of the area and are able to respond quickly and efficiently to problems.

The mobile maintenance units have reduced instances of low level flooding across the area, with blocked drains immediately checked and monitored if flooding is forecast. Their work on tree trimming means in the long term the need for this service will be reduced and potential damage avoided. The units are also able to attend to very seasonal tasks such as weeds in the summer months and additional cleaning of road signs in the winter.

The success of the initiative is attributed to a simple contract structure between the town council and the county council based on trust, local ownership and a sense of local responsibility. In addition, this service has resulted in a clustered working arrangement with neighbouring smaller and more rural local councils. The local councils involved in monitoring and reporting of the clustered working arrangements have a direct relationship with the county council and their contractor Burgess Hill Town Council.

This model has been so successful that it is now being used as an exemplar to encourage other local councils to take up service delegation across West Sussex.

Ongoing regular meetings between town, district and county council representatives, in an atmosphere of mutual support help to maintain and improve the scheme, and the wider ongoing relationship between the tiers.

Top tips

- A single point of contact can make it easier for residents to access local services.
- A business case foundation ensures that services are viable and sustainable.
- Local ownership and leadership is important.

Shropshire Council with Morville, Eardington, Billingsley, Burwarton and Chetton Parish Councils: encouraging service delegation

Across Shropshire, local councils are being encouraged to take up delegation and devolution of services by the unitary principal council.

The local councils of Morville, Eardington, Billingsley, Burwarton and Chetton serve a deep rural area in the south of Shropshire to the west of Bridgnorth and the east of Ludlow. Covering 14 villages, with a combined electorate of just over 1,500, the five local councils represent very small communities. They sit in the Brown Clee Division of Shropshire Council. The councils share a clerk.

The local councils have a positive and collaborative working relationship with the principal council and its highways department. Shropshire Council has for some time been encouraging the more informal delegation of services via a system of small maintenance grants which allow local councils to deliver specific and widely differing services to their local communities.

Following the retirement of a long serving local lengthsman¹ in Chetton employed by Shropshire Council, and subsequent decline in some environmental highways maintenance services, the shared council clerk applied for a small maintenance grant on behalf of Chetton, Billingsley and, soon after, Burwarton Parish Councils. This application was successful and two local lengthsman were appointed. Grants were subsequently sought and won for the two other local councils and the hugely successful local scheme has led to an efficient, responsive and cost effective service.

As a result of their detailed knowledge of every local highway, byway, ditch and stream the lengthsman know where the danger points might be and have turned out, whatever the day, time or weather, to ensure as far as they can that emergencies are prevented. In addition, the lengthsman have become well known around the villages and are able to fulfil a monitoring role which is of value to the Highways Department and the wider community. They keep an eye out for the older population and also make sure that pathways are clear and safe for local school children.

¹ Lengthsman refers to a person who keeps a "length" of road neat and tidy. This person is generally responsible for a few miles (3-6) of road. Employed by the local parish council, his or her job is, for example, to keep the grass and weeds cut down at the edge of the road and the drainage ditch clear.



The lengths men are employed under an annual contract by the respective parish council and consideration is being given to extending delegations to run for longer than a year. In the first year, great improvements were made with positive feedback coming from parishioners (especially during times of heavy rainfall and flooding). It was soon obvious that much more local work could be done if more money was available.

The scheme has grown from the initial £700 per local council to a sum of £3,000 per council. The local councils are very keen to extend the scheme if funding continues to be available.

At the same time the then new unitary, Shropshire Council, made a commitment to encourage take up of participation in their delegation schemes. For example, the minor highways maintenance grant has been extended to encompass other environmental maintenance functions and the value of the grants now ranges from £700 to £3,000. The services to provide verge cutting are still an issue of contention between the two councils, however.

The local accountability of services is an important new feature of Shropshire Council. Through local joint committees the council hopes that local councils are able to participate fully in reviewing existing services and shaping future service provision. Across Shropshire, local councils are being encouraged to take up delegation and devolution of services by the unitary principal authority.

Top tips

- Commitment from the principal council to clear and straightforward paper work – a simple service level agreement – is integral to the success of service devolution.
- Both tiers of government operate in an atmosphere of trust and local ownership.

Telford & Wrekin Council with Great Dawley, Stirchley and Brookside, Hadley and Leegomery Parish Councils with: securing the future of libraries

Telford & Wrekin Council is a unitary district with borough status in the West Midlands. It encompasses 28 local councils, including Great Dawley Parish Council; Stirchley and Brookside Parish Council and Hadley and Leegomery Parish Council.

Following a council review of the existing library service, Telford and Wrekin Council decided that a 20 per cent saving could be achieved without the need to close any of the nine libraries across the borough. The review determined that the saving could be made through a reduction of opening hours along with the exploration of working with other partner services in order to share building costs.

Consultation between October 2011 and February 2012 also gave the local councils the opportunity to put forward their ideas around how savings could be made. Since the review, a number of parish councils have agreed to take on provision of the library service in partnership with Telford & Wrekin to secure the future of the libraries and local jobs for their communities.

Great Dawley Parish Council has agreed to fund five hours of staffing costs per week at Dawley library for two years, which will maintain current opening hours which would have otherwise have been reduced to make savings.

Stirchley & Brookside Parish Council has agreed to relocate the council from Progress House into the public library space next door, which will result in shared building costs. While staffing hours at Stirchley Library will be reduced to 16 hours per week, the introduction of self-service technology means that all other times when the building is open visitors will be able to borrow and return books. In addition, as a result of the local council's support of the library service, opening hours will increase significantly – from their present 27 hours per week to 40 hours per week.

Hadley and Leegomery Parish Council is also contributing to the borough's library service by funding three hours of staff time per week for an initial period of six months. The reduction staffing hours will now be less severe and the library will be operational for 19 hours per week.

These three local councils have worked in a positive, co-operative fashion with their principal authority in order to ensure services (and associated jobs) that would otherwise have been dramatically reduced can continue.

All three councils are looking forward to the positive impact the new partnership will make on their local communities and the Telford and Wrekin area as a whole.



Top tips

- A positive and cooperative attitude to joint working can lead to real improvements in services.
- Allow time for local councils to respond to consultations on changes to services.
- Local councils are a valuable resource in supporting – or expanding – available services.

North Dorset District Council and Gillingham Town Council: creating a hub

Gillingham Direct is a joint project between the three tiers of government, Dorset County Council, North Dorset District Council and Gillingham Town Council. Based in Gillingham Town hall, the service provides residents with a single location through which they can access services provided by all three tiers of government. The aim is to make services more accessible to local people.

Where residents formerly had to travel over an hour, with limited and costly public transport services to get to the district and county administrative offices, the three councils have created Gillingham Direct, a 'hub' which delivers town, district and county services locally. In the long run this joint asset management project aims to reduce the number of council premises in Gillingham.

Residents are able to find out about a wide range of issues relating to all county, district and town council services at Gillingham Direct. The County Registrar for the Gillingham area has already re-located to the town council offices and the Town Hall can now offer civil marriages. In addition Gillingham Direct has recently expanded to include building control, housing services, council tax enquiry services, housing and council tax benefit advice. This now provides a personal service to this rural community – something which is unique in an increasingly global society.

The Town Hall facilities are regularly used by other charity groups and not-for-profit organisations that are of direct benefit to the town. Income is also received by offering the facilities for hire to businesses and

other organisations such as Asda, the Youth Offending Team and tutoring for children who are unable to attend full time education. These lettings, in an expanding town, contribute to the ongoing costs of the Town Hall.

Initially Gillingham Direct was staffed by two existing Gillingham Town Council staff who were trained to use the new IT and telephone systems to incorporate the telephone and 'face to face' enquiries that would be generated by Gillingham Direct; the County Registrar; and rotating North Dorset District Council staff, providing housing advice, benefits and council tax advice. Opening hours have already been extended due to public demand.

The setting up and running of Gillingham Direct has not been expensive in cash terms, but it took a small team of people several months to arrange. Synchronising telephone and computer systems has been the most challenging aspect of the process; computer and communications problems have resulted in a recent upgrade to the system by the County Council.

Gillingham Direct is part of an ongoing, wider collaboration between Dorset Councils and is the first to involve councils at all tiers of the local government framework. The project has saved all three councils money through collaborative working and provides a much more efficient and effective service to local people.

Top tips

- Using public spaces flexibly can generate income and support local community groups.
- Bringing services together can make them more accessible for local people.
- Consider the back office implications when looking to work together.

Gloucestershire County Council with Lydney, Tetbury, Stonehouse Town Councils: Highways – Your Way

In Gloucestershire, parish and town councils across the county have been working with the county council to extend the highways services they receive.

Highways – Your Way, a project run by Gloucestershire County Council, is building on this work to provide additional support and tools so that the two tiers of government can ensure safer, better maintained local highways.

Not every parish, town or community is the same and each area has different issues or needs when it comes to highways. While the county council will continue to carry out standard maintenance, inspections and winter support, parish and town councils are working with Gloucestershire County Council to provide additional services, including snow wardens and snow plough operators; public rights of way volunteers; street lighting monitoring and support; grass cutting and roadside planting.

Highways – Your Way has three elements:

- **Community Action** – the county council gives community groups the support and tools to carry out work themselves within their community. For example snow wardens and grass cutting.
- **Community Match** – if there's a scheme a community thinks it badly needs Gloucestershire County Council will match-fund the cost to enable this to happen. For example, safety schemes or resurfacing that is not included in the normal programme of work.

- **Community Top-up** – Gloucestershire County Council provides groups with a product list of services and items that they can buy directly from the council, for example extra gully cleaning or traffic monitoring services.

Local examples of the Highways – Your Way project include:

As **Lydney Town Council** is in a rural area, the council plays a key role during bad weather, helping to keep footpaths free of snow and ice. They are also involved in other works including grass cutting and the planting of verges. When bad weather hits, Lydney Town Council have use of a hand spreader and salt supplied by the county council to remove snow and prevent ice from forming on pavements in the town.

As one of the busiest Cotswold towns, Tetbury has an extremely active town council which takes part in several projects as part of the county council's Highways - Your Way scheme. With support from Gloucestershire County Council, **Tetbury Town Council** carry out grass cutting and planting, winter salt spreading, and run their own lorry watch scheme which monitors heavy goods vehicles blocking town centre roads with the aim of preventing congestion.

The **Stonehouse Community Partnership** high street scheme was a major project which totally transformed the town. Gloucestershire County Council and Stonehouse Town Council teamed up to match fund the project, which saw a totally new road layout in the high street, refurbished roads and improvements to the street scene.

Top tips

- Build in flexibility to best meet local needs.
- Consider how match funding might have positive outcomes for local communities.
- Think about providing a menu of options from which local councils can choose what suits them best.

Hampshire Association of Local Councils: Member-led development charter pilot project

The Hampshire ALC (HALC) is a not-for-profit membership organisation serving member parish and town councils across Hampshire, with a current membership total of 243 of the 261 parish and town councils, including 21 parish meetings. HALC offers a variety of services, including consultancy, HR advice and training.

HALC believes that the renewed political focus on localism and the increased motivation to devolve services from principal councils to the local council sector means extra rights and responsibilities for parish and town councils.

They perceive that principal councils and similar stakeholders sometimes harbour doubts over the credibility of parish councils. The main issues that arise are elections being uncontested, governance being shaky and a lack of development for members and officers. HALC believes that addressing these issues will support greater capacity in local councils.

Principal councils have been using a development charter to encourage training and development over the past decade. In September 2011, HALC teamed up with local organisation South East Employers with the aim of producing a plain-English,



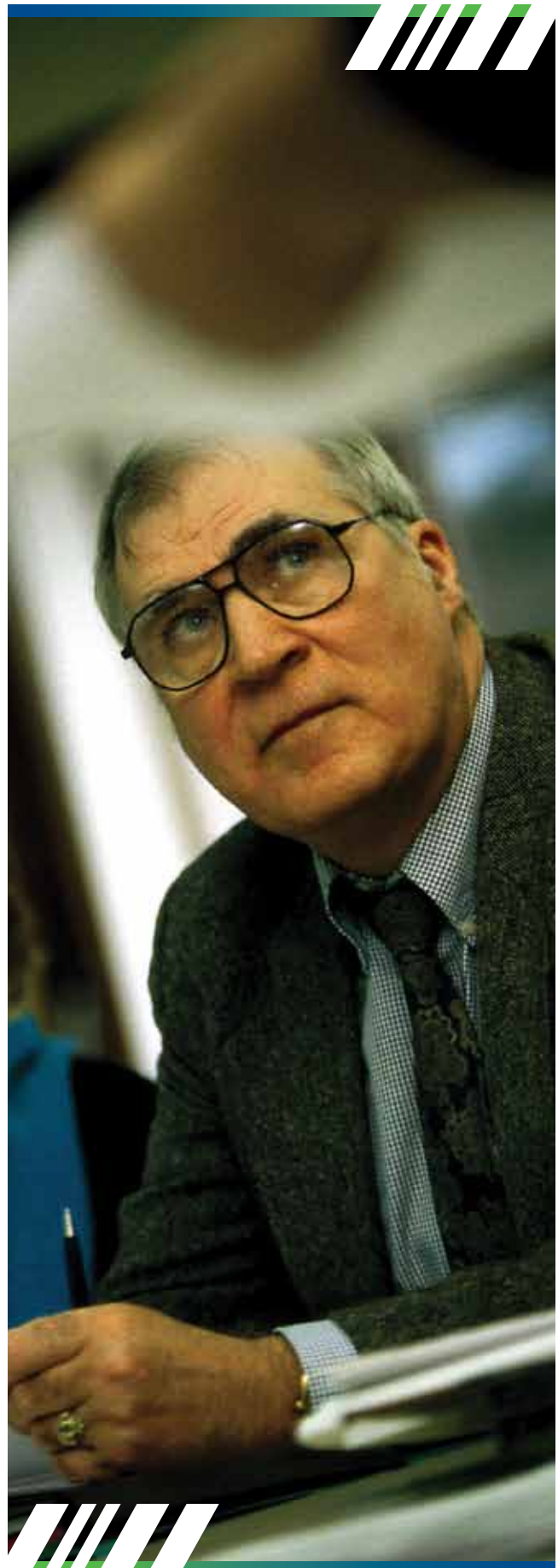
size appropriate, concise version of the development charter for local councils. The Charter was designed to be cost-conscious while supporting member-led development and building credibility in stakeholders' eyes, as well as providing a source of pride for local councils. Having gained recognition from both the LGA and NALC, HALC is now beginning to pilot the draft Charter with Hartley Wintney and Whiteley Parish Councils. They are working towards an assessment date of September 2012.

HALC aim to launch the Charter formally in the autumn of 2012.

The Charter has a five-step circular development process:

1. Commitment to the Charter and develop action plan
2. Improve development of members
3. Assessment
4. Award of Charter
5. Reassessment

The Hampshire ALC believes in the journey of members leading their own development, and of each member being able to explore and express their own needs in building personal development. Stronger and more cohesive councils will then be better adapted to take on the demands of the next ten years; which will be challenging to say the least. Time, cost and size of council must remain at the forefront of thinking.



Top tips

- A Charter provides the flexibility for members to assess their own needs and develop an appropriate response.
- Encouraging member training is an important part of ensuring councils are equipped to respond to the demands of the future.

Northamptonshire Association of Local Councils: developing a member charter

The Northamptonshire County Association of Local Councils (Northants CALC) is a membership organisation representing the parish and town councils of Northamptonshire, England. More than 85 per cent of the 208 parish and town councils in Northamptonshire are in membership.

In addition, the Association provides training via the County Training Partnership and offers courses on such varied subjects as chairmanship skills, council procedures and accounting and budgeting.

In 2009, Northamptonshire CALC initiated a partnership project with Northamptonshire County Council, Corby Borough Council, the Borough Council of Wellingborough, Daventry District Council, and Northamptonshire Borough Council. Officers worked together to produce the charter Parish Partnerships: A charter to describe the working relationships between local and principal councils in Northamptonshire.

The charter is in two parts. The first describes the relationship between local councils and principal councils and the second lists nine workstreams on which

Northamptonshire councils could work together.

While the charter focuses on Northamptonshire councils it recognises virtually all local council activities involve a wide range of public bodies and other organisations, particularly the police and health service, voluntary and community sector organisations, the Society of Local Council Clerks, and NALC. The aim is for appropriate stakeholders to be identified for each workstream and included in the process.

Northants CALC believes that local councils endorsing the charter see it as the start of a new dialogue between Northamptonshire councils. The charter uses aspirational language but recognises that ultimately each council will need to make its own decisions and set its own direction. The important thing is that all councils strive to work towards the aspirations in the charter, and that where measurable targets exist these are monitored and performance is assessed against them.

For example the charter's aspiration is to "Develop a community policing scheme" for the county but the corresponding target (which may be revised up or down by stakeholders in due course) is "Twenty per cent of local councils in each area command implementing at least one option in the community policing scheme by 2013".

The charter does not in itself create any new groups or organisations. The workstreams it articulates may lead to the establishment of new structures to address critical issues, but the aim is to use existing structures and networks where available.



The workstreams are an illustration of priorities as suggested by local councils. It is recognised that the stated outcomes may need to be reassessed once all stakeholders have had an opportunity to have their say.

The charter is for all local councils, from the very smallest parish meeting to the largest town council. It is of course recognised that there will be a different level and style of engagement depending on the size, capacity and aspirations of the parish concerned. In addition, the charter is very clear that the capacity and aspirations of larger councils cannot be taken for granted, nor should the capacity and aspirations of smaller parishes be underestimated.

The charter uses language that should enable each council to pick and mix a level of involvement that suits them: it does not intend to make service devolution compulsory. The charter also recognises that there is currently no new money for implementation. However, it is hoped by applying a more strategic and co-ordinated approach to some old problems waste can be avoided, resources can be deployed more precisely and savings in service delivery can be made.

Northamptonshire County Association of Local Councils has noted that the process of development of the Northamptonshire Councils' Charter was a useful exercise in itself. It was the catalyst for conversations, both internally and externally, that would not have otherwise happened. New personal relationships between principal councils and the Northamptonshire CALC representatives were forged during the development of the charter that have endured and have benefited local government in Northamptonshire over and above the ambitions of the charter itself. In other words, the process of producing a charter may have been just as beneficial as the final outcome.

Northamptonshire CALC has led the implementation of the charter and the nine workstreams, which has been very challenging. The charter was signed in June 2010, just after the election of the coalition government and just before the Comprehensive Spending Review that signalled significant spending cuts for local government generally.

In addition, many of the principal council personnel that the CALC had worked with to develop the charter have either moved to a different role or have left

altogether which has made it very difficult to maintain momentum. Northamptonshire CALC believes that the charter is about building personal as well as organisational relationships and this has been a stumbling block for the otherwise very successful – and ambitious – project.

Nonetheless, Northants notes that progress has been made on the nine workstreams in the charter; progress that would not have been made without it. Northamptonshire CALC is now looking to the future to use the charter as a platform from which to launch a number of new initiatives, particularly when economic stability returns to the area.

Top tips

- Make use of the process to build relationships and gather momentum.
- Acknowledge that different places and councils will take different approaches.
- Think beyond local government – many public services involve a wider range of people and organisations.
- Be prepared for personnel to change and don't let changes, when they occur, blow you off course.

West Devon Borough Council and South Tawton Parish Council: community-led flood defence

Devon County Council, West Devon Borough Council and South Tawton Parish Council have been working together to set up a new flood warning system in South Zeal, a village within the South Tawton parish.



The new system will give South Zeal residents an hour's warning of potential flooding, which will provide enough time to install professional flood boards and pumps - purchased last year - preventing water affecting 14 homes under threat in the village.

The 14 homes were flooded in 2000, after heavy rain on the 550 metre high Cosdon Hill, above the village, sent a deluge of water down the Ramsley Stream. The 70-metre culvert carrying the stream under properties and the road through the village was overwhelmed.



Planning to reduce the impact of another flooding incident has involved partnership working between the local community, West Devon Borough Council, Devon County Council, the Environment Agency, South West Water and Dartmoor National Park Authority.

The Environment Agency provided a grant of £6,000 which initially kick started this part of the project; a further contribution was pledged by the parish council. The new flood warning system will be installed before the end of 2012. The system ensures that, when the water rises to a pre-set level, an alert is triggered and calls up to five telephone numbers to raise the alarm. Residents can nominate who receives the alert, and they cascade the message onwards. This alert will give residents time to put in place the flood boards and pumps that have previously been purchased.

By working together, the borough and parish councils have developed a flood response strategy which has become part of the overarching parishes' emergency plan.

But importantly, the project has been delivered with input from a range of local people, inspired to action by South Tawton Parish Council. People who have been involved include:

- Residents, who formed a flood defence group and established a team of 'OWLS', people who live outside the flood water level, to help in an emergency.
- Local farmers, who allowed Dartmoor Ranger Ian Brooker to divert water running down bridleways away from the Ramsley Stream and onto fields.
- Residents who raised £4,000 for further flood support measures for the banks of the Ramsley Stream.

The Clerk of South Tawton Parish Council, Peter Brotherton, said: “I think we all sleep more comfortably at night since these new flood protection measures have been put in place. The striking thing is the community spirit that has been engendered. The community is most grateful for all of the help and assistance we have been given by West Devon Borough Council, local MPs, and other agencies who contributed to the success of this venture. We are particularly indebted to Mrs Jackie Smith, Senior Engineer for West Devon Borough Council who was critical to the success of this project.”

Top tips

- Harness the power of local residents to participate.
- Engage with all the relevant organisations in your area.
- Find local advocates to work with.

Lancashire County Council: Better working with town and parish councils

There are three levels of local government in the area covered by Lancashire County Council: one county council; ten borough and two city councils; and 204 parish and town councils.

Lancashire County Council delivers a broad range of services across the county. In addition the 204 local councils across the county deliver a wide variety of local services, either jointly with the county and/or borough council or individually, from their precept.

In order to improve upon and better coordinate service provision, Lancashire County Council and the local councils in the area worked together to develop a ‘Better Working between Lancashire County Council and Parish and Town Councils’ document, this was originally written as a Charter and was updated in its current form in 2011. It represents an agreement of good working practice between the principal and local councils. Prior to the development of the Better Working Together document the relationship between the two tiers was uneven and often resulted in delays in achieving results.

The overarching aim of the Better Working between Lancashire County Council and Parish and Town Councils’ document is for councils in Lancashire to provide better services by working together. Key issues identified were: improving communication, consulting each other, giving support and help, measuring how well partners are doing.

The ‘document’ notes that local government at all levels is currently faced with unprecedented change, whether this is from the challenges posed by reduced financial resources or the opportunities provided by the devolution and delegation of decision making to the most local level practicable. This context also provided a motivation for the two levels of government to aim to work together more effectively.

The ‘document’ itself is a live document which is constantly monitored and reviewed to enable it to adapt and evolve as relationships between Lancashire County Council and parish councils continue to develop, improve and grow stronger.



Where previously there had been strong direction from Lancashire County Council, there is now a more 'bottom-up' approach that means local issues can be managed more effectively across government. As a result of the 'document', local councils can also be consulted on issues and contribute to debates on service delivery at a county level. Parishes have indicated that the consultation process is now more open and transparent; they are now able to click on the internet and view all the responses to consultations, including those of the parish councils.

Top tips

- Adopting a charter type document can help put relationships on a more productive footing.
- Devolution and decentralisation can be a catalyst for closer working.
- Understanding both partners' situation helps build trust and respect.

North Somerset Council: paperless parishes

North Somerset Council is a unitary authority on the coast of the south west of England. In its Annual Report 2011/2012 the council committed to exploring many new ways of supporting communities and providing access to services. The report noted that while the resources available to local public services will be significantly reduced over the next four years, the council must remain ambitious as an organisation, and as communities. The council is looking to make further efficiency improvements and to redesign many of their services.

The Paperless Parish scheme commenced in early 2012. The aim was to provide

Members of the parish council working group noted that, prior to the original charter project contact with the county council had been sporadic and uncoordinated. The process of development significantly improved the relationship between the two tiers of government. It also gave representatives from both tiers a better idea of the issues affecting the other. This improved understanding led to a sense of trust between the two tiers and officers now have improved access to relevant colleagues and their expertise

In some cases the 'document' has also led to the local council having a more strategic role in developing services for their area.

subsidised ICT equipment and training to local councils with the goal of reducing the amount of paper sent to them by North Somerset Council and to enable local councils to make more use of ICT in their own work.

In a move to more paperless working, North Somerset Council increasingly communicates with partner organisations electronically. By avoiding unnecessary circulation of hard copies the council will save time and resources, working more efficiently and encouraging others to do the same. To support local councils in a similar transition to more paperless working, the council offered a 90 per cent subsidised ICT equipment package. For a contribution of £100 parish councils in North Somerset received a hardware and software package along with setup and installation of the equipment and an initial training session.

The 39 local councils in the area are at various stages of moving to electronic working, but the majority took up the ICT offer. Those having already adopted paperless working reported the following benefits:

- cost savings on printing, as they no longer circulate multiple hard copy papers before meetings
- reduced requirement for office space as filing of hard copies is now minimal
- the need for paper recycling/disposal is minimal, saving time and money
- a wider variety of up-to-date information is available at meetings (eg through accessing online maps and aerial photographs).

The long-term transfer to completely paperless parishes is still some way off. Nevertheless the scheme is the start of a sustainable way of working between the two tiers. Both North Somerset and local councils will have to commit to working hard to ensure necessary electronic information is available in a timely manner and in a suitable format that will at least resolve the electronic plans issue.

Although paperless meetings require some preparation, such as setting up presentation slides, that can be offset by a reduction in the amount of time spent copying and collating papers. Local councils have reported that meetings can be quicker and more efficient with organised councillors, who take time to prepare!

For those, whose ICT skills are a barrier, North Somerset Council arranged a follow-up basic ICT course and will offer to arrange further courses later in the year if there is sufficient demand. North Somerset will also shortly be introducing a regular e-bulletin for local councils, to further improve electronic communications and make up-to-date information as accessible as possible.

Top tips

- Support to local councils can take many forms – look for the option that best suits your area.
- Even the most basic of operating procedures can be reviewed for improvement.
- Principal councils' buying power can have benefits for local councils.

North East Lincolnshire Council and Immingham Town Council: rebuilding relationships

Immingham is a town in the Borough of North East Lincolnshire, North East Lincolnshire Council being a unitary authority. Immingham Town Council has, in the four years since 2008, gone from facing a Community Governance Review (CGR) that looked set to disband the council to becoming a model for service devolution and partnership working with their principal council, North East Lincolnshire Council.

The CGR looked at every aspect of the operation of the council. Councillors and officers were very aware that things had to change and without doubt the following year saw a marked difference in almost every aspect of Immingham Town Council's function. In fact, the result has been a change in not only how the council operates, but also in its relationship with partners, in particular North East Lincolnshire Council (NELC). The town council now has an excellent dialogue with North East Lincolnshire Council officers and the working relationship with the three ward members has also improved substantially.

Immingham Town Council believes it has become a pilot for the transfer of services between the two tiers. The council has had a number of services devolved to them from NELC. This includes the operation of the public toilets under a devolved service model for the past three years (with a £10,000 grant from NELC).

NELC and Immingham TC also jointly developed a service level agreement on the

takeover of manual street cleaning within the town. This is the second year of the scheme, which is estimated to save NELC about £15,000 through cheaper working and reduced overheads. This scheme has been extended for three years.

Since April 2012 Immingham TC have also taken over grounds maintenance in the town, seconding two employees from NELC for a 12-month pilot and adding in three additional town council employees, including a newly recruited apprentice. This programme of joint working has also made significant savings for North East Lincolnshire and improved service delivery.

The town council has also brought together NELC and Shoreline Housing Association into its own building to deliver a 'one stop shop' customer service portal. Town council employees signpost and take enquiries, freeing up NELC and housing association employees and creating significant savings. Immingham Town Council receives around £22,000 per year in rent and staffing contributions from the other organisations.

Joint working as well as a strong commitment from councillors at both tiers has led to the change of fortunes for Immingham Town Council and a better, cheaper range of services for residents – Immingham Town Council has reduced its precept in 2012, despite delivering more services!

Top tips

- A commitment to change for the better can turn around challenging situations.
- One stop shop arrangements can make sure best use is made of partners' resources.
- Hosting other organisations can be a source of income.

Key lessons and themes

While each of the case studies provides its own pointers and considerations, on which councils will want to draw when thinking of devolving or adopting services or transferring assets, this section briefly highlights ten key overall lessons and themes emerging from just some of those councils that have already been through the process.

1. Public support

Good quality community engagement and active measures to secure public support for taking on new responsibilities, particularly where an increase to the precept or the need for volunteers is required, is essential.

Councils in all tiers of local government need to communicate openly and effectively with and seek the support of their communities when considering devolving services. In this respect a community, rather than a council-led approach may be an advantage. Well run and functioning local councils, especially those meeting minimum standards set out through the Quality Parishes Scheme, will be at a distinct advantage in securing public confidence for any developed or enhanced role.

Councillors at all levels will play a vital role in championing their residents' aims and winning hearts and minds around the difficult decisions that must be made.

2. Local charters

Real benefit can be had from the development of local charters as a framework for partnership working and dialogue. This



process can help to bolster local councils and be the catalyst for conversations and relationship building. A charter can lead to a more even relationship between the tiers of local government across an area and in that way lead to more consistent and timely service delivery.

3. Close understanding and trust between tiers of local government

The importance of building trust and mutual understanding between local and principal councils can't be stressed enough. This could be through regular meetings, close bespoke support or the development of personal relationships at both the officer and councillor level. It should be noted however that an understanding that relies purely on personal relationships is vulnerable to personnel changes on either side.

4. Councils' openness to devolution and culture change

Unsurprisingly successful devolution is much more likely where the principal council has an open-door approach to service devolution and to developing their relationships with local councils. But equally the local council needs not only to want to take over a service, but also to show leadership and have the capacity and capability to take local ownership and sustain delivery in the future.

To accelerate the process of transferring service delivery to local councils, a widespread acceptance of and desire for change in ways of working in both principal and local councils is essential.



A balanced approach to risk and innovation needs to be cultivated, with both officers and councillors open to new ideas and ways of working with the citizen and community at the heart of all considerations. The foundations for this are there and can be seen in many of the case studies. However, more can be done by councillors and officers at all levels to bring this attitude into the mainstream and for it to become the norm

For some councillors the idea of letting go of power and putting it into the hands of communities could be seen as a threat. But it is far from this. Devolving services to local councils offers great opportunities for councillors of principal councils to work more closely with their colleagues on local councils, their constituents and groups within their wards and divisions to bring about better outcomes for their communities. The evidence gained from this closer engagement potentially gives them increased power to influence the decisions of their own administration. This could particularly be the case if a group of councillors representing wards with similar interests were able to come together to make a unified case for their communities.

For officers too there have to be changes in attitude and practice to reach the full potential of this way of working.

Openness and an acceptance that things can be done differently are essential. Officers in principal councils will have to be open-minded and proactive about options for transferring services to local councils. Equally local councils have to accept that in some limited circumstances it will not always make sense to transfer service delivery to a more local level. But it is only by working closely together in an open and honest way

and genuinely listening to each other that these decisions can be made in the best interests of local people.

5. Evolution not revolution

In some cases it may be better to start small, build on success and develop a track record rather than let ambition lead you to bite off more than you can chew. A very small local council may not have the resources or experience in the first instance to take on anything more than a relatively straightforward service, but with time and investment in capacity more ambitious projects can be undertaken in the future.

6. Simplicity

A commitment by the principal council to a clear and straightforward process with the minimum of bureaucracy leading to the transfer of service delivery is integral to success. Avoid as much as possible convoluted paths to the transfer of assets and think carefully about the need for restrictive covenants. Where a service level agreement is involved, keep it simple and easily understood. Similarly keep communication channels straightforward.

7. Project management

Even simple transfers of responsibilities need careful management and often benefit from the provision of a dedicated resource to complete the transfer. Where the principal council can facilitate delivery through a dedicated local area coordinator transfers are likely to be smoother.

8. Support of county associations of local councils

Bearing in mind the limited resources and experience of some local councils the local county association of local councils can be an invaluable source of knowledge and experience to mentor councils through the process of transferring assets or service delivery. Working alongside both the principal and local councils, the county association can bring much needed additional capacity, knowledge and expertise.



9. Area management

Principal councils with a positive agenda of transferring services to local councils have in some cases found it helpful not only to develop an area-based management structure, but also to establish joint area committees for local accountability. Effective involvement of local councils in these processes is important to the building of relationships and trust.

10. Precepts

In transferring assets and services it is essential that principal councils seek to avoid double taxation of citizens. Wherever possible if local councils find they need to increase their precepts then principal councils should make every effort to provide some financial resources or deliver a compensatory reduction of their council tax. Where an overall increase in the precept is judged to be desirable to deliver enhancements in services it is clearly important to ensure the support of council tax payers.

Looking to the future of service delivery

A large-scale change in culture in local government would lay the foundation for more creative and innovative approaches to service devolution. Some possible options for this are explored in the following paragraphs.

A different approach to contracting

Sometimes it is argued that economies of scale make it cheaper to let one contract to cover the delivery of service(s) over the whole of a principal council area rather than each local council negotiating its own contracts. This can be used as an excuse for not devolving service(s) to local councils. However, a more innovative approach to procurement can deliver the financial benefits of a large contract while also protecting local flexibility. For example a contract and financial limits could be negotiated with one contractor, but with the relevant local councils defining the detail of what should be delivered in their particular area. In this way the economies of scale could be maintained, but with control being passed to the local council.

New approaches to balancing taxation

If a local council takes responsibility for service delivery from its principal council, it is not unreasonable for that local council to feel the need to increase its precept to cover the costs of delivering the newly acquired service(s).

To compensate for this and to minimise inflation of the overall council tax paid by individual tax payers, it would be helpful if the relevant principal council(s) could reduce their share of the tax take or at least hold down increases by an equivalent amount. Equally local councils will want to be mindful of creating new bureaucracies and therefore costs to run the services devolved to them, particularly if the principal councils are not able to reduce their bureaucracies by a corresponding amount. It will often be the case that principal councils will need to retain staff to provide services to those parts of the council area not covered by a local council, even though their responsibilities have reduced.

Innovation in workforce management

Finding efficiencies and ways of reducing costs is something principal councils are adept at - as has been seen over recent years - and there will be different solutions for different circumstances.

However, staff costs in a principal council following devolution of services could be reduced by the council paying officers, who have had responsibilities transferred to the local council, a base salary to undertake the rump of duties remaining with the principal

council. The remainder of the officer's salary could then be made up from income earned by the council selling commissioning/contracting and other services to the local councils. So for example if an officer is currently paid £30,000, following devolution s/he could be paid £10,000 out of the principal council's core budget with the remaining £20,000 being made up on a sales related basis from income earned by the council from the sale of services to the local councils. In that way, if the officers are good enough and local councils want to use their services, the officers will see no difference in income (or maybe an increase). If however their performance, for whatever reason, leaves a little to be desired the local councils could decide to go elsewhere leaving the principal council to make compensating reductions to stay within budget.

There will be other ways of working to keep costs down that councils will be able to devise as they get more experience of devolving services. The keys to success however are honesty, openness, trust, innovation and a willingness to accept change and new ways of working. Councils that are willing to take risks and push the boundaries will be those that will make the biggest gains.

Conclusions

There are clear advantages from principal and local councils working much more closely and collaboratively as well as from devolving service delivery and transferring assets to local councils. This report shows how some of the many councils across the country are already reaping the benefits of these approaches.

In this time of straitened principal council budgets, a more local control of services and assets can enable otherwise threatened services to continue; sometimes at an enhanced level. But it may not be sensible or indeed cost effective for every service to be considered for devolution or delegation and what may be appropriate for one council may not be for another. Through close cooperation principal and local councils can develop a common understanding and identify what is right for each particular circumstance.

While there are some clear common paths to be followed and pitfalls to be avoided, devolving of assets or services is a very local issue and not something to be dictated centrally. Mutual understanding, the building of trust and the development of solid partnerships at the local level are what need to be promoted. It is from this point that appropriate levels of devolution will follow.

For the local delivery of services to work, and not just council services, culture change is required not only in some principal and local councils but also in Whitehall. This is not something that will happen overnight or from the publication of this paper. It will need continuing effort, promotion and support from both central and local government over a period of years rather than months.





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