
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 3rd FEBRUARY 2026 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 3

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/25/42 APOLOGIES FOR ABSENCE

42.1 Apologies received from Cllrs Linfield, Norcross, Young and Johnson. Cllr Lloyd absent.

ACTIONS

C/25/43 DECLARATIONS OF INTEREST AND DISPENSATIONS

43.1 Cllrs S Alexander and I Alexander declared an interest in agenda item 7.2, as they are Allotment holders.

C/25/44 QUESTIONS FROM THE FLOOR {in summary}

44.1 **None** – The Chair suggested that residents in attendance could join in with the discussion under agenda item 8.4, when it was to be discussed later in the meeting, in consideration of potential parking solutions for current issues on Charlton Street, and the two residents agreed.

C/25/45 MINUTES OF PREVIOUS MEETINGS - To agree 2nd December draft minutes.

45.1 Cllr I Alexander **proposed, seconded** by Cllr Hanson to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 2nd December 2025. **Agreed**

C/25/46 MATTERS ARISING AND ACTIONS - These items were taken as read.

46.1 Clerk's office to take non-paying vendor to small claims court – **Actioned**

46.2 Clerk to begin community engagement with 10 properties adjacent the Abbey Road stream - **Actioned**

46.3 Plaque to be ordered for new High St bench – **Actioned**

46.4 Planters purchased for MPF Car Park / Access improvements – **Actioned**

46.5 Clerk's office to pay three Tree works invoices – **Actioned**

46.6 Clerk to take potential change of procedure concerning Tree Surgery works to F&GP – **Actioned**

46.7 Chandlers Way 'Planting day' to take place on the 4th December – **Actioned**

46.8 Clerk to relay to residents positive initial response concerning Coxham Lane TRO application – **Actioned**

46.9 Clerk's office to process Interpretation board installation payment after F&GP agreement – **Actioned**

46.10 Community budget recommendation taken to F&GP Committee – **Actioned**

C/25/47 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

47.1.1 Report on recent Abbey Road Conservation Area volunteer works

The supporting papers listed a huge range of works undertaken by the volunteers over the last two months, and that Mark Streeter had completed some tree works and clearance along the banks of the stream. Also, the Environment Agency completed some tidying of the stream banks throughout the site, although there was no official notification of said works.

47.1.2 The Lead Volunteer also reported that Abbey Road eastern section was currently, for the most part, flooded. The ongoing 5 year bird survey has recently recorded its 50th species, which by all accounts is remarkable diversity for such a small 4 acre plot of land.

47.1.3 Cllr S Alexander and Roger Brown are planning a grant application to HDC for some tools, and Perhaps bat and bird boxes. And on Friday @ 1 pm Roger and the Clerk will walk the site to discuss more tree planting suggestions with all Cllrs welcome to attend.

CLERK

47.2 To agree installation of a Bollard and Paving, and to renew a Dog Bin as part of the MPF 'Access Improvements'.

47.2.1 The members considered options outlined within supporting papers. The dog bin renewal was for a larger capacity option to avoid overflow and associated untidiness as well as bad odours. The paving option was to be a trial of a small area of grasscrete to provide more sturdy and better looking access rather than the current muddy mess. Finally, the existing chain was to be removed between the Car Park posts and a new bollard purchased to stop unwanted vehicular access to the playing fields, while allowing better pedestrian entrance options.

47.2.2 Cllr I Alexander **proposed, seconded** by Sharp that SPC delegate the Clerks office to purchase and install the Dog Bin, to purchase and install the Grasscrete paving over a test area, and to purchase and install the Bollard {as noted within supporting papers}. **Agreed**

CLERK
CLERK
CLERK

47.3 Report on Chandlers Way Pocket Park development

The Clerk reported that following the last meeting, and in association with Steyning for Trees, the Clerk's office has secured 210 'Free Hedging plants' for the next phase of the wilding plan. There will be a need to purchase more soil and pots in preparation of the schools next planting day, which is planned for the 13th March, with any Cllr volunteers welcome to attend. *Steyning for Trees* have also kindly donated 5 Field Maple tree whips, as per an agreement 2 years ago, and these are now being looked after at the Steyning Centre prior to planting out. Tree trunks left after tree works are being transported from various parts of the SPC estate to Chandlers Way in preparation for boundary works, so as to promote the feeling of a 'woodland' vibe, as per agreed by our working party.

CLERK

47.4 Update concerning SPC Play Area and Gym Area inspections and associated renewal works

47.4.1 Members discussed the recent Gym Area annual inspection report which was considered poorly written, but having highlighted two issues, it was confirmed that these items have been rectified. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the annual Gym Area inspection be moved to be undertaken by Wicksteed next year. **Agreed**

CLERK

47.4.2 In terms of Play Area inspections, the in house weekly checks had recently picked up a serious rust problem with one of the slide leg supports at the South Ash Play Area. The SPC contractor tasked with the repair fabricated a new 'leg support' and installed it within a week, saving many hundreds of pounds. It was noted that the Wicksteed annual inspection was due within the next few weeks and their engineer would be in a position to check this maintenance solution.

CLERK

47.5 To agree to the replacement of the High Street Clock 'Bell hammer'

Members were made aware via supporting papers of the broken bell hammer which had precluded the hourly chimes, and the quote for its renewal. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accept the quote from the contractor charged with High Street Clock bell hammer replacement. **Agreed**

CLERK

47.6	To discuss this seasons project priorities and consider any future project aspirations for this Committee. Members wanted to see brought back to a future agenda the following items: Bus Shelter spot lighting options (to illuminate the Clock Tower); in terms of the bin installations, HDC had refused the applications due to their surveys showing there wasn't a need. Cllr I Alexander proposed, seconded by Cllr S Alexander that the Clerk's office construct a counterargument to HDC in relation to their refusal of bin installations. Agreed ; Car Park signs orientation needing adjusting; Book Recycling Bin to be removed; Horsham road flooding problems; Health Centre access road pot hole repair.	CLERK CLERK CLERK CLERK CLERK
C/25/48 HIGHWAYS AND PARKING MATTERS		
48.1	Members to consider another TRO application to alleviate parking issues on Charlton Street The briefing notes outlined some of the problems and these were more fully explained by the residents who were present at this meeting. It seemed that the favoured option was to try and apply for <i>resident only parking permits</i>. The Chair stated that it was incumbent upon the residents in the first instance to have discussions to gauge what level of agreement there was for such a scheme. And then it was suggested that the group communicate their findings to the SPC Clerk so that a plan could be determined to ensure a robust TRO scheme could be submitted to WSCC, with the appropriate support from SPC and County Councillor.	CLERK
48.2	DMMO 2024 'Hearing' preparation update The planning inspectorate had requested additional information {<i>A Statement of Case</i>}, to be submitted by SPC by the 3rd February in preparation for the Hearing. There was also a need for SPC representatives to be in attendance on a prehearing Case Management Conference Teams meeting on the 10th February, and Cllr Young and the Clerk were prepared to attend this meeting. The 'Hearing' itself is in March.	CLERK
48.3	To consider a potential Operation Watershed project development to mitigate against some of the flooding issues at Mouse Lane. The Chair spoke in support of an idea to investigate the plausibility of a project to mitigate against the worst of the flooding issues at Mouse Lane via the installation of a covered channel drain to the Eastern side of the road (Covered certainly where access is required). Cllr I Alexander proposed, seconded by Cllr Sharp to ask the Clerk to investigate the cost and scope of works of this project and enquire into the process of an Operation Watershed application. Agreed – The Clerk to also take this back to the Working party for their approval.	CLERK CLERK
48.4	To consider plans to potentially make some HDC Car Parking spaces designated as 'Free Parking', should their ownership be transferred to SPC. The committee members were made aware that they would have delegated responsibility to come up with a recommendation to go to F&GP to come up with some options and that this being an important project, that Cllrs contemplate in between Committee meetings, and via a prompting email from the Clerk, that other Cllrs are involved, and that the following items form a framework of discussion points, but that it is not limited to this list: 1. To incorporate some Free Parking spaces/ zones / times 2. Additional Blue badge/ Disabled Bays 3. Reduced parking rates 4. Resident / Business permit rates and administration 5. Disc Scheme details 6. Level and nature of Warden/ Enforcement coverage and administration 7. Estimate resultant income generation 8. Understand full range of liabilities It was suggested that the next Community Meeting be almost exclusively orientated around a debate on this very important issue.	CLERK CLERK

C/25/49 FINANCE AND GOVERNANCE

49.1 To accept the I & E Reports.

Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure report for November and December 2025 be accepted as a true and fair record. **Agreed.** The water rebate from last year has now been reclaimed and this now presented the only anomaly.

49.2 To consider Allotment rent increases this year, and to bring back options for the next meeting.

Members thought that a rise from £42 to £45 was not unreasonable and this will be brought back with other Allotment orientated items for agreement at the next meeting.

49.3 Notification of a donation from an SPC resident

£350 was donated by a resident in Charlton street to assist with the tree works that were carried out in November/ December. Members wanted the Clerk to convey their thanks for this gesture of support

C/25/50 ONGOING ITEMS – These items will be taken forward to the next Community Meeting.

- 50.1** C/24/68.2 DIY Dog washing machine to be brought back to future agenda
- 50.2** C/24/49.2 Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way
- 50.3** C/24/81.1 River bank management needs to be added to the Abbey Road Management Plan
- 50.4** C/24/81.1 Abbey Road volunteers to discuss stream location of willow bundles, potential stream side planting and additional 'scrapes'
- 50.5** C/24/81.1 SPC to discuss the need for a Parish Council Flood Plan
- 50.6** C/25/18.4 SPC to discuss potential its future management of Twittens with WSCC at appropriate time
- 50.7** C/25/27.6 Tanyard TRO project taken forward to next year's Action Plan
- 50.8** C/25/37.4 Coxham Lane TRO project taken forward to next year's Action Plan
- 50.9** C/25/27.5 Clerk to obtain pledged donations following completed MPF Planter installations.
- 50.10** C/25/37.3 Clerk's office to commence purchasing plants for Chandlers Way, against agreement which is part of the successful HDC Wilder Horsham £5,000 grant application.
- 50.11** C/25/40.1 Goring Rd / Clays Hill junction TRO project taken forward to next Years Action Plan

C/25/51 INFORMATION / CORRESPONDENCE ITEMS

51.1 Steyning Community Orchard Wassail. Sat 17th January

This is now a very successful annual event, with more than 300 attendees this year.

C/25/52 DATE OF NEXT MEETING – 3rd March 2026 at 7.30 pm.

Meeting ended at 9.03pm

Signed by the Chair: Date: 3rd March 2026

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

Request to act upon plans for loss of an astroturf facility at Steyning Grammar School

Briefing Note

Below is a letter received from the Southwick Hockey Club asking for assistance from the Parish Council. Members are asked to consider options so that the Clerk can respond accordingly.



Southwick Hockey Club

Telephone: [REDACTED]

Dear Mr Fullbrook and Mr Alexander

Southwick Hockey Club: SAVE our pitch, SAVE our club

I am writing to you on behalf of Southwick Hockey Club regarding the proposed plans to redevelop Steyning Grammar School, Shooting Field.

The proposed school redevelopment **seriously affects the future of our club** (and South Downs Hockey Club whose home ground is also at Steyning Grammar School) because there is no contingency plan to replace the astro pitch; the proposals are to replace the astro pitch with a 3G/4G pitch (hockey cannot be played on this surface).

With no alternative astro pitch available locally, our hockey club, and the other sporting clubs who currently use it (including a football club and an athletics club) will not be sustainable, representing a serious loss to the wider community who benefit from positive engagement from these clubs, with a safe and healthy environment to exercise.

As a club, we wonder why another 3G/4G pitch is being built as there is already one at Steyning Football Club.

The proposed plans clearly show the large playing fields to the north of the current astro pitch that could easily accommodate a replacement astro pitch, built before the current astro pitch is taken out of use - this would be advantageous to both the school and the community whilst building work is undertaken. Furthermore, the plans state that there will be no 3G/4G built until the last phase of the redevelopment (within four to five years) so neither the school or the community who currently use the astro pitch will benefit from an-all weather pitch until then; this is another argument for an astro pitch to be built in the meantime and for the future.

At the moment, the future of two hockey clubs is uncertain as there are no other available astro pitches that would accommodate one hockey club, let alone two hockey clubs. It is looking highly likely that this will be the last season for both clubs if we cannot find another astro pitch.

In the last 30 years, Southwick Hockey Club has, unfortunately, been in this predicament (twice) - first we lost our pitch at King's Manor School, Shoreham and then we lost our pitch at Portslade Community College (this is why we have ended up in Steyning). Most recently, we are seeing further astro pitches being replaced with 3G pitches to accommodate football and other sports. The future of our beloved hockey at grassroots level hangs in the balance.

By way of background, our club was established in 1929. Our club's home pitch is at Steyning Grammar School and we use Steyning Cricket Club as our 'club house'.

Southwick Hockey Club has played at Steyning Grammar School for 11 years. We are a fully inclusive club, with over 80 members; ages ranging from 16 to over 70 years of age. Many of our players have been dedicated to a lifetime of hockey; for many, it is their second family, for some, it is their family. We are all aware that playing sports offers significant physical, mental and social benefits, and amongst our club we have numerous farmers from the Steyning area, playing to escape the stresses of farming.

Our club has recently been working hard to gain funding to be able to promote hockey at grassroots level and we have been making plans to promote hockey within local schools.

In summary, therefore, I am writing to you in the hope that you can support our club and the wider Steyning community by securing the future of an astro pitch at Steyning Grammar School.

We would very much welcome any dialogue to discuss options with all involved parties before this planning gets approved. At the moment we feel forgotten about and unsupported.

Thank you for your time in reading our letter and I look forward to hearing from you.

[REDACTED]
Club Secretary

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

January

Committee Report

Amenities Cttee201 Highways & Lighting

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1001 HDC Cleaning Grant	30,491	30,500	9			100.0%	
Highways & Lighting :- Income	30,491	30,500	9			100.0%	0
4200 Street Light Energy	1,303	1,800	497		497	72.4%	
4201 Street Light Maintenance	2,479	2,450	(29)		(29)	101.2%	
4202 Lamp Post Testing	1,500	1,500	0		0	100.0%	
4210 Road Sweeping	21,273	31,900	10,627		10,627	66.7%	
4211 Town Improvements	1,027	1,500	473		473	68.5%	333
4259 Grit	0	200	200		200	0.0%	
4260 Pressure wash High St	0	120	120		120	0.0%	
Highways & Lighting :- Indirect Expenditure	27,582	39,470	11,888	0	11,888	69.9%	333
Net Income over Expenditure	2,909	(8,970)	(11,879)				
6000 plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	3,243	(8,970)	(12,213)				

301 Playing Fields

1004 Reimbursed Charges & donations	578	500	(78)			115.6%	
1014 Memorial Donations	1,232	1,000	(232)			123.2%	
Playing Fields :- Income	1,810	1,500	(310)			120.7%	0
4276 Tree and Hedge Cutting	8,260	5,000	(3,260)		(3,260)	165.2%	3,570
4300 Grass Cutting	8,440	8,250	(190)		(190)	102.3%	
4309 Tree Reports & Essential works	1,630	2,000	370		370	81.5%	
4310 Grounds Maintenance	1,457	4,400	2,943		2,943	33.1%	
4312 Waste Removal	1,544	2,250	706		706	68.6%	
4320 Play & Gym Equip Inspections	2,648	2,550	(98)		(98)	103.9%	
4321 Play Equipment & Maintenance	4,424	4,900	476		476	90.3%	
4322 Memorial Tributes	1,498	1,000	(498)		(498)	149.8%	
4352 Litter and Bins	3,285	4,250	966		966	77.3%	
4360 Allotment Maintenance	1,287	3,250	1,963		1,963	39.6%	
Playing Fields :- Indirect Expenditure	34,474	37,850	3,376	0	3,376	91.1%	3,570
Net Income over Expenditure	(32,663)	(36,350)	(3,687)				
6000 plus Transfer from EMR	3,570	0	(3,570)				
Movement to/(from) Gen Reserve	(29,093)	(36,350)	(7,257)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Allotments							
1005 Allotment Rents	6,136	5,550	(586)			110.6%	
Allotments :- Income	<u>6,136</u>	<u>5,550</u>	<u>(586)</u>			<u>110.6%</u>	<u>0</u>
4253 Water Charges	5,058	1,350	(3,708)		(3,708)	374.7%	
Allotments :- Indirect Expenditure	<u>5,058</u>	<u>1,350</u>	<u>(3,708)</u>	<u>0</u>	<u>(3,708)</u>	<u>374.7%</u>	<u>0</u>
Net Income over Expenditure	<u>1,078</u>	<u>4,200</u>	<u>3,122</u>				
Amenities Cttee :- Income	38,438	37,550	(888)			102.4%	
Expenditure	67,114	78,670	11,556	0	11,556	85.3%	
Net Income over Expenditure	<u>(28,676)</u>	<u>(41,120)</u>	<u>(12,444)</u>				
plus Transfer from EMR	3,903	0	(3,903)				
Movement to/(from) Gen Reserve	<u>(24,773)</u>	<u>(41,120)</u>	<u>(16,347)</u>				



Allotment Spring Newsletter – March 2026

Dear Allotment Holders,

As spring arrives, Steyning Parish Council would like to extend a warm welcome to all our allotment holders for the 2026 growing season. Our allotments thrive because of the care, time, and enthusiasm contributed by our community, and we look forward to another year of shared growing, learning, and enjoyment.

Skips Available – March 2026

To help everyone prepare their plots for the season ahead, skips will be available at **both allotment sites from Wednesday 25th March**, ahead of the Allotment Tidy Day.

Please help us keep things running smoothly by using the skips for:

- **Non-burnable allotment waste only**
- No household or domestic rubbish

Thank you for helping keep our shared spaces clean and welcoming.

For Members only – Not part of Communication

Cost of Skips from Rabbit	4 yard	£239 per skip
	6 yard	£299 per skip

All subject to VAT.

Allotment Tidy Day – Saturday 11th April 2026

The annual Allotment Tidy Day is a great opportunity for allotment holders to come together, lend a hand, and give the sites a collective spring clean.

- A **controlled bonfire** will be available at both sites
- It's a chance to meet fellow growers, share tips, and enjoy a sense of community

We encourage everyone who can to take part — many hands make light work.

Working Together This Growing Season

As a community-run resource, the allotments rely on everyone playing their part.

A few gentle reminders:

- There is currently a **waiting list for allotment plots**, making it especially important that all plots are actively cultivated.
 - Please keep your plot cultivated to the standard set out in your allotment agreement.
 - If you're experiencing **genuine difficulties** in managing your plot, we encourage you to get in touch — we're happy to discuss options and support where possible.
 - Plots that appear uncultivated will be contacted and given time to bring them back into use.
 - Where a plot remains unused, it may need to be released so it can be offered to another member of the community eager to grow.
-

Tenancy Price increase - September 2026

The current tenancy charges are:

Whole plot £42.00

Half plot £21.00

After discussion at our community meeting and looking at price comparisons with other allotment site the following price rise has been agreed.

Whole plot £45.00

Half plot £22.50.

These prices will apply from the 1st September 2026 and will show on your next allotment invoice which is issued at the beginning of August.

Thank you for being part of our allotment community and for the care you show to your plots and shared spaces. We wish you a productive, enjoyable, and sociable growing season.

Steyping Parish Council

Steyning Road repairs update

Item 8.1

Briefing Note

Please note the advisory below from WSCC for imminent roadworks on the three roads in question.

Members and residents will be well aware of the large Potholes on the main carriageway of our High Street and having discussed this with the Couty Councillor the Clerk can report that this is receiving a priority one maintenance level repair. This is good news, although Cllr Linehan also pointed out that there are currently 80 odd other priority one pot hole repairs on WSCC's list.

Members will also be interested to learn that the Newmans Garden Pothole issue has received some attention.

Dear Stakeholder,

Please be advised that the below roads are due to be closed on the dates and times specified for Carriageway Microasphalt- Pre-patching. An alternative route for traffic will be signed on site. Please note that these works are weather dependant, we will endeavour to inform you should there be significant changes to the programme.

This road closure is covered by the 14.1 order made on 11th January 2026.

Road Name	Location	Date (from and to)	Timing of Closure (eg, 24hr, off peak 09:30 to 16:00, Night 08:00 to 06:00)
Sir George's Place, Steyning	Whole Road: Mill Road to High Street	9 th - 13 th March	08:00-18:00
Mill Road, Steyning	Whole Road: Charlton Street to Sir George's Place	9 th - 13 th March	08:00-18:00
Charlton Street, Steyning	Whole Road: Mill Road to Newham Lane	9 th - 13 th March	08:00-18:00

You can find more details on microsurfacing treatments, and the stages involved on our website: <https://www.westsussex.gov.uk/cwaymicro>

If you have any questions regarding this specific closure, please reply to this email directly.

Further information can also be found via [one.network](#)

Planned Carriageway & Footway Maintenance Team

Highways, Transport and Planning
West Sussex County Council

For Info - Carriageway micro asphalt pre-patching is the essential preparation stage before applying a new, thin sealing layer of asphalt to a road. It involves repairing potholes, cracks, and surface damage to ensure a level, sound base. This process prevents future water ingress, extends the road's life by up to 10 years, and typically involves removing damaged sections and filling them with new, compacted

To consider future plans for Car Parking in Steyning, should their ownership be transferred from HDC to SPC. And to discuss ways in which SPC would like to develop better parking / traffic arrangements for residents, visitors and those who work on the High Street

Briefing Note

SPC have expressed an interest in the SPC Car Parks, and have been informed that SPC will need to put together a Business plan which shows that the Council will seek to balance income with expenditure on all assets received. With this in mind members need to start coming up with solutions to ensure the Business plan can balance this equation in such a way so that HDC can be convinced that our organisation is competent, ready and highly motivated to receive this mixture of income generators and potential long term liabilities – For this item we are asking members to concentrate on the future management of Steyning Car Parks, and how this could positively affect our Community.

Item 1. - The following email was sent out to members in preparation for this meeting

Dear Community Team

Regards the meeting on Tuesday evening, it was decided that we should devote a large part of next month's meeting to the potential plans associated with taking over the Steyning Car Parks from HDC.

It was also agreed that I should send out an email as soon as, to ensure you have sufficient time to think about all the aspects associated with coming up with a business plan for this particular and most important part of our future HDC Asset transfers.

The minutes are currently being checked by Ian, but in terms of this item, here is what we decided upon.

To consider plans to potentially make some HDC Car Parking spaces designated as 'Free Parking', should their ownership be transferred to SPC.

The committee members were made aware that they would have delegated responsibility to come up with a recommendation to go to F&GP to come up with some options and that this being an important project, that Cllrs contemplate in between Committee meetings, and via a prompting email from the Clerk, that other Cllrs are involved, and that the following items form a framework of discussion points, but that it is not limited to this list:

- 1. To incorporate some Free Parking spaces/ zones / times*
- 2. Additional Blue badge/ Disabled Bays*
- 3. Reduced parking rates*
- 4. Resident / Business permit rates and administration*
- 5. Disc Scheme details*
- 6. Level and nature of Warden/ Enforcement coverage and administration*
- 7. Estimate resultant income generation*
- 8. Understand full range of liabilities*

It was suggested that the next Community Meeting be almost exclusively orientated around a debate on this very important issue.

If there are any questions then please let me know

Thanks, John

Item 2. - The following are notes taken from a meeting with representatives of six other Parishes who currently have HDC Car Parks and wanted to know what a private firm would be able to offer in terms of Car Park enforcement management

NATIONAL PARKING CONTROL – Presentation by Paul Watson-Charles

NPC was established in 2021, has approximately 23 members of staff, turnover of £4.7 million. Looks after car parks in hospitals, residential areas and about 25-30 councils nationwide.

NPC is accredited with Independent Parking Committee (IPC).

The Use of Automatic Number Plate Recognition (ANPR) is used in some car parks or pay machines and Ringo app (with telephone advisers to help public). Chatbox to come, for 24/7 service/advice.

They are a Revenue and Enforcement Company and can offer a service tailor made to each car park from one space to 1,000s.

NPC can be flexible on how money is generated (Scheme currently at Lancing is that the Council receives all revenue from parking tickets and NPC receive revenue from enforcements only. All money is received by NPC and then paid to council).

Enforcements generally £100 or £60 if paid within 2 weeks but can be tailor made.

Car parks within these parishes can be dealt with individually.

They are used to dealing with Annual parking permits in physical form or online.

NPC look after notices for car parks which can be personalised for each Parish and equipment for payment, there would be no upfront costs to the council.

NPC would check condition of car parks before taking over control, can recommend maintenance companies for repairs etc

Adhere to Independent Appeals Service (IAS) policies on enforcements. If a council wanted to cancel an enforcement, then this was possible.

Car park would remain responsibility of Council in case of accidents etc.

NPC would report any anti-social behaviour to council and would be happy to arrange for CCTV to be installed if wanted. CCTV could also be used to monitor the use of EV charging points.

Some cameras can use very low power, e.g. solar.

Parishes that already employ car park attendants, they can be Taped across to NPC if required NPC is part of Get Your Reg Right Scheme, so if a customer wrongly enters their registration on machine the enforcement would be cancelled if customer explains to NPC – for the first offence.

Some bays in car park can be isolated to allow for free parking if required.

Remaining Contents

Page 3	– Item 3.	Car Park Finance data as per received from HDC Showing approximate though not insubstantial current income
Page 4 & 5	– Item 4.	Solar Panel Charging in Car Parks An example of some blue sky thinking that could be a consideration - As well as providing the best option for promoting EV charging and in line with SPC's Climate Emergency Standpoint, the cover could be used by the Farmers Market
Page 6 & 7	– Item 5.	Existing Season Ticket information Leaflet Despite relative cheapness of this option, it is undersubscribed - Perhaps Cllrs consider giving away 50 'Free' Season Tickets each year to the most deserving cases as an option to reduce congestion on adjacent streets

	PARKING INCOME (FEES)	SEASON TICKETS	GENERAL RATES	MAINTENANCE	WATER/ELEC
BILLINGSHURST	£36,518	£20,280	£3,867	£4,657	£1,156
STEYNING	£56,058	£8,365	£8,059	£13,851	
STORRINGTON	£63,873	£3,613	£11,507	£3,339	
HENFIELD	£36,975	£5,185	£5,539	£8,521	£1,620
PULBOROUGH	£9,509	£4,213	£2,794	£1,250	
ROFFEY	£7,162	£1,950	£1,946	£2,696	

- Water/Elec not listed for every car park
- Income cannot be broken down into individual car parks without extensive analysis, only towns and villages
- Maintenance includes share of parking machine maintenance contract (recommended due to high call-out & parts costs). C.£750 per machine
- Parking income is net of card transaction or cash collections fees. Typically 0.5% - 1.5%
- Maintenance charges include reactive maintenance, landscaping, vegetation cutting and fence/wall repairs. This does **not** include capital programme work such as re-surfacing, re-lining or re-design work. That would need to be budgeted for separately.

INCOME FROM PHYSICAL DISCS	INCOME FROM VIRTUAL DISCS	COSTS ASSOCIATED WITH DISC (eg PRINTING, POSTAGE, DIGITAL FEES)
£325,000	£30,000	£11,000

It is impossible to attribute Parking Disc sales to an individual car park. The disc allows parking in most rural car parks (and Roffey) and customers may use several different car parks throughout the year. The physical disc currently runs from July-June (due to delays that date back to Covid). The digital disc runs for 12 months from date of purchase. It is therefore very difficult to give exact financial year figures.





PARKING NEEDN'T BE A PROBLEM

Cost – Paying a daily fee to park in the carparks can be very expensive.

Time Limited – Paying for individual tickets is limited in time with a no return policy.

**So you park elsewhere.
But this can lead to...**

Safety Issues – Parking on the roads, especially near junctions, can place your vehicle and members of the community at risk.

In addition – You may offset parking from those who live in the road, causing parking issues for residents. Ask yourself, how would you feel if you couldn't park by your home?

**BUT THERE IS A
SOLUTION**

Flyer produced by
Steyning Parish Council



In conjunction with



DO YOU WORK IN STEYNING?



*Serving the people
of Steyning*

SEASON TICKETS FOR LESS THAN £0.70* PER DAY?

DID YOU KNOW?

It may be possible to claim back the cost of your parking permit from your employer as an expense.

Speak to your employer today.

The cost of parking can be tax deductible against corporation tax with no benefit in kind charges due for the recipient.

MAKE PARKING SIMPLE A SEASON TICKET SAVES TIME & HASSLE FOR LOCAL WORKERS

Enjoy Hassle-Free, Unlimited Time, Secure Parking

With a season ticket, you can park in designated car parks close to work, keeping your vehicle secure while avoiding the daily search for spaces.

Save Money, Save Time

An annual season ticket is a low-cost, convenient option for local workers, offering savings over daily fees and guaranteeing a space when you need it.

Support Your Community

Parking responsibly in car parks helps keep residential streets accessible for local residents, contributing to a more considerate and connected community.

Season tickets available for

Fletchers Croft or Newman Garden Car Parks



Horsham
District
Council

APPLY TODAY



<https://www.horsham.gov.uk/parking/car-park-season-tickets/rural-car-park-season-tickets>