



The May Fair – Steyning High Street

“Working for the benefit and well-being of the community”

STEYNING PARISH COUNCIL

COUNCIL BUSINESS Plan 2015 – 2020

1.00 INTRODUCTION

1.01 The Intent

The Steyning Parish Council Business Plan is a statement of the Parish Council's vision for the parish, its purpose, values, objectives and key actions. It is a document that sets out what Steyning Parish Council can achieve either directly or by working with Horsham District Council (HDC) or, West Sussex County Council (WSCC).

The aim of the Business Plan is to give the residents of Steyning a clear understanding of what the Parish Council does and what it intends to focus on over the next five years. The Business Plan will be reviewed annually, and it will be used to measure how well the council does in its budgeting processes, its planning of its activities and its progress against key actions.

We have based the Business Plan on our understanding of our community's needs gathered from our day-to-day involvement with residents and other documents such as the Neighbourhood Plan, Community Plan, Conservation Plan and the Steyning Business Plan developed by the Steyning and District Partnership. The Business Plan will provide a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, and to be proactive rather than reactive in its decision-making. At the same time, it will help our local community to have a better understanding of what the Parish Council does and to clarify what it doesn't do; to explain what issues fall under the responsibility of other bodies such as Horsham District Council (HDC) and West Sussex County Council (WSCC).

The Business Plan is a statement of intent. However, Steyning Parish Council may have to make decisions contrary to our stated commitments if events such as budget constraints, new legislation or changes in our policies make that necessary. Any changes will, however, be reflected in an updated Business Plan.

1.02 Community Involvement

To ensure this Business Plan is consistent with residents' wishes, we will consult on its contents with residents through our web site, the local media, Your Steyning and key stakeholders. We shall also consult with HDC, WSCC and the Steyning Community Partnership to ensure that it is consistent with their goals. The final plan will be available on the website and any comments on the plan will be considered.

2.00 The Council's Mission Statement

To improve the sense of community wellbeing and the quality of life for the residents of Steyning by ensuring that it is a desirable, thriving and sustainable place in which to live.

2.01 To Achieve our Mission Statement

To achieve our mission statement the Council will continue to:

- Put in place initiatives and policies that will not only improve Steyning but will encourage a greater sense of community involvement
- Enhance and promote the historic and cultural heritage of Steyning and to safeguard its unique identity as a town on the edge of the South Downs National Park
- Develop both community and council led action plans to sustain a diverse economy for the next 5 years and beyond
- Sustain the current 'vibrancy' of the town and to encourage and develop tourism
- Ensure that other service providers work effectively and in accordance with the wishes of the community
- Provide services that are managed to a good quality standard, in an efficient, effective and responsive way and that offer best value for money
- Conduct the business of the Parish Council by means which are transparent, sustainable, sympathetic to the environment and deliver best value for money
- Maintain the Continuing Professional Development for Parish Council staff and Parish Councillors to ensure they are aware of best practice
- Be a professional, competent and caring Parish Council
- Work with residents, local authorities and other service providers, businesses and voluntary organisations with the aim of achieving a safe, healthy, prosperous and sustainable community
- Enhance public awareness of our role within the community and improve our communication with the community – this includes improving and regularly updating the Parish Council website
- Seek a fair share of investment in the town by local, county and regional authorities
- Be aware of grant funding opportunities and to work with partner organizations to maximize grant income for the benefit of residents and visitors
- Promote local democracy by encouraging more residents to stand for election to the Parish Council where vacancies exist, and to participate in surveys of residents' needs and opinions
- Ensure that the needs of all members of the community are understood and where possible addressed and to balance the needs of all age groups
- Work closely with local schools, Neighbourhood Wardens and Youth Workers to ensure that the needs of young people are adequately addressed
- Ensure the needs of older or disabled people are adequately addressed
- Ensure that Steyning remains a safe place to live and work
- Continue the process of consulting with residents on the Neighbourhood Plan for Steyning, Wiston, Ashurst and Bramber (SWAB), which will consider housing development, support of local business, transport strategies, community facilities, heritage and environment
- Help to create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race, sexual orientation or religion, and which seeks to develop their well-being, knowledge, understanding and mutual cooperation.

3.00 Overview of the Parish Council

3.01 There are three tiers of local government, each with different responsibilities. Steyning Parish Council is the first and local tier, with an important role to play in promoting the town, representing its interests and supporting the work of different groups in the community. The Council sets the precept annually, manages the Steyning centre and staff and, all the Councils assets. It manages the sweeping of the pavements and gutters, litter picking and bin emptying in part of the High Street (see 8.01 for detail)

and maintains the Memorial Playing Field, including the bin emptying and all other open spaces and play areas. It is a statutory consultee on all planning applications lodged with Horsham District Council.

3.02 Horsham District Council (HDC) is the second tier and is responsible for services including housing and environmental services. HDC is also responsible for strategic planning policies for all development (including housing and employment sites).

3.03 West Sussex County Council is the third tier and its responsibilities include highways, relating to both roads and footways (pavements), education, health and social services, public rights of way, fire service, re-cycling and libraries.

3.04 Residents elect fifteen Parish Councillors every four years. If there are insufficient councillors at any time the council can co-opt members of the public to fill the vacancies. The Council elects a Chairman and Vice-Chairman annually at the Annual Parish Council Meeting in May. The Council reports to the electorate at the Annual Parish Meeting. Councillors are unpaid and commit their time to improving Steyning and maintaining it as an attractive and sustainable place in which to live, visit and do business.

3.05 The Parish Council owns property and land in the Parish and gains income from some of it. We hold these assets on behalf of the community and are responsible for maintaining their value.

3.06 The full Council meets monthly on the second Monday in the month in the Steyning Centre. All meetings are open to the public with a period set aside for questions before the council meeting starts. Written questions may be sent in to be answered either at the council meeting or, in writing, but must be submitted 8 days in advance of the meeting. Members of the public may record or film any public meeting.

3.07 The Council runs its business through committees and working groups. Working groups comprising councillors and, if needed, members of the public, support the work of committees and any recommendations made by the working groups go forward to be debated at committee or, full Council. There are five committees: Finance & Community, Planning, Highways & Lighting, Steyning Centre and Playing Fields. We show the current list of committees in Appendix 1 along with councillor membership.

3.08 The Council works to its Standing Orders and Financial Regulations, these lay down the rules by which we operate and conduct our business. We have based our Standing Orders on a model prepared by the National Association of Local Councils (NALC). We also expect Parish Councillors to adhere to the Council's Code of Conduct also adopted from NALC. Committees and working groups work to terms of reference agreed in Council or in executive committees.

3.09 Having achieved Quality Council status, the Council has now registered for the re-launched Local Council Award Scheme (January 2015) and will aim for Quality Gold status during the period covered by this Business Plan, in order to demonstrate that the business of the Parish Council is run in a professional and transparent manner.

3.10 The Parish Council is consulted by HDC on local planning applications and with WSCC on all highway matters and the effective management of flooding particularly, in Mouse Lane and Dog Lane. The Parish Council also works closely with the Environment Agency on general flooding issues and consults with the SDNP on developments within the Park.

3.11 The Parish Council is represented on the Joint Parishes Burial Board, Local Action Team (LAT), Patients Participation Group (PPG), Steyning and District Community Partnership, Horsham Area Local Councils (HALC), Steyning Area Youth Service, Neighbourhood Wardens Committee, Allotments Association, and Steyning Leisure Centre.

3.12 The Neighbourhood Wardens together with the Youth Worker are financially supported by Steyning Parish Council in partnership with Bramber, Upper Beeding and Ashurst in order to create a safer and more inclusive community.

3.13 The Parish Council continues to maintain good relations with the both Steyning Grammar and Primary Schools and the strong links that it has with the neighbouring parishes of Bramber, Upper Beeding, Wiston and Ashurst has led to successful and effective joint ventures such as the Wardens, Youth Service and Neighbourhood Plan.

3.14 Situated in the Steyning Centre in the heart of Steyning, the Parish Council offices are well placed to encourage the public to drop in for information or to discuss issues.

3.15 The Parish had 5990 residents as at the 2011 census.

4.00 Responsibilities of the Council

4.01 Currently, the Parish Council has responsibility for:

- Responding to resident enquiries and Freedom of Information (FOI) requests.
- The Memorial Playing Field (MPF) which has Village Green status is home to the Cricket, Bowls and Tennis Clubs and provides pitches for the local football clubs. It is also the site of the War Memorial and Memorial garden.
- Chandler's Way children's play area.
- Fletcher's Croft play area.
- Abbey Road play area and open space.
- Changing rooms at the MPF.
- Allotments at Canada Gardens and Rublees Field.
- Notice board in the High Street by the main car park entrance.
- Quarterly news update in Your Steyning.
- Meeting the energy costs of the street lighting in the town owned by the council.
- Street furniture (seats, waste bins, etc) and dog bins that are the responsibility of the council.
- Litter removal from play areas and part of the High Street from the White Horse to Tanyard Lane.
- Financial support for the swimming pool at the Leisure Centre.
- Management of the Parish Council's budget and facilities.
- Exercising, as appropriate, the General Power of Competence.
- The part funding of the Neighbourhood Wardens and the Youth service with Bramber, Upper beeding and Ashurst. The wardens are managed by HDC and the Youth Worker by SAYS (Steyning Area Youth Service)

- Public toilets on the High Street.
- Submitting comments on all planning applications and change of use applications in Steyning as a statutory consultee of the Planning Authorities (Horsham District Council and South Downs National Park Authority).
- Management of the Steyning Centre
- The overseeing of its assets, including the bowls, cricket and tennis club premises and tennis courts, to ensure that they are correctly maintained by tenants.
- Services that meet the needs and expectations of its residents, businesses and, visitors to the town.

4.02 Community buildings and assets as of 2015:

The Councils holds certain assets on behalf of the community and these are listed in Appendix 2.

4.03 Steyning Police Station

As requested by the Parish Council, Steyning Police Station is on the Community Asset Register held by Horsham District Council. Should the building be put up for sale, the Parish Council will have a six month moratorium in which to draft a business plan and investigate funds available for the purchase and development of the building if the Council decides to do so.

4.04 The Steyning Centre

The Steyning Centre houses the clerk and deputy clerks' offices, two large halls with a professional kitchen, two committee rooms, public toilets and an office rented to HDC. The Centre is managed by the Clerks' office and by a team of dedicated caretakers. The Steyning Centre is the community hub, providing rooms for hire to groups both from within and from outside the community and the rental income it generates provides an invaluable contribution to the running costs.

4.05 Financial Information

4.05.1 Income

The Town Council is mainly funded by the residents of Steyning, through what is known as the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Horsham District Council as part of the Council Tax bill. On average, £86 per year (band D property in 2015) of Steyning residents' Council Tax contributes to the Parish Council precept. In this document we tell you what you get for your money.

The budgeted income for 2015-2016 is £333,768.74. We get this from:

Donations Received	£ 100.00
HDC Cleansing Grant	£ 18,234.00
Club lease rentals	£ 3,045.00
Reimbursed charges	£ 700.00

Allotment rents	£ 3,500.00
Steyning Centre Room hire	£ 60,000.00
Neighbourhood Plan income (2015 only)	£ 4,500.00
Steyning PC room hire for meetings (internal charge)	£ 8,200.00
Miscellaneous income	£ 800.00
Coffee machine income	£ 250.00
Community Cinema/table top income	£ 6,600.00
Solar panel income	£ 800.00
Precept received	£220,567.74
Council Tax Benefit (CTB) grant*	£ 6,232.00
Bank interest	£ 240.00
Total	£333,768.74

* It is likely that in 2016 there will be a further reduction in the CBT grant.

4.05.2 Expenditure

Salaries	£103,475.00
Printing/Stationery/Postage	£ 3,750.00
Telephones/Alarm	£ 3,392.00
Insurance	£ 7,200.00
Audit Fees	£ 850.00
Legal Fees/Election costs	£ 5,946.00
General grants fund	£ 1,050.00
Youth Service expenditure	£ 26,342.00
CCTV maintenance (High Street and MPF)	£ 850.00
Steyning in Bloom	£ 1,000.00
Citizens Advice Bureau	£ 750.00
Royal British Legion	£ 385.00
Christmas Lights (High Street)	£ 1,000.00
Steyning PC room hire for meetings	£ 8,200.00
Courses/Training (Staff and Councillors)	£ 2,200.00
Publicity and advertising	£ 500.00
Town Clock repairs and maintenance	£ 250.00
Sundries and petty cash	£ 380.00
Steyning Showcase 2016	£ 250.00
Projects and contingencies	£ 1,100.00
Chairman's allowance*	£ 730.00
Councillors' allowances**	£ 0.00
Software support and packages /IT	£ 2,250.00
Neighbourhood Wardens	£ 36,500.00
Swimming Pool	£ 14,250.00
Street lighting energy/maintenance/testing	£ 2,700.00
Street sweeping and litter picking	£ 17,143.00

Town improvements	£ 1,500.00
Public toilets (open/close)	£ 1,080.00
Electricity/water/gas	£ 16,400.00
Rates	£ 8,850.00
Repairs and renewals	£ 15,240.00
Grounds maintenance	£ 12,700.00
Waste removal	£ 800.00
Play equipment inspections	£ 875.00
Litter bins	£ 1,200.00
Allotments maintenance	£ 500.00
Trade waste	£ 1,600.00
Annual maintenance contracts	£ 11,370.00
Cleaning and consumables	£ 1,400.00
Coffee machine supplies	£ 250.00
Community cinema costs	£ 3,340.00
Isolation and Loneliness	£ 200.00
Neighbourhood Plan***	<u>£ 8,980.00</u>
Total Expenditure	£328,728.00
Total of income over expenditure	£ 5,040.74

The £5,040.74 excess of income over expenditure will be used as a contingency to cover any unexpected costs. Any contingency remaining at the end of the year will be put into reserves.

*The Chairman's allowance is used for the Christmas awards ceremony

** Councillors have voted in previous years not to accept any allowances

*** The Neighbourhood Plan costs will not recur in later years

Each committee is responsible for managing its own budget. The Steyning Centre has the largest budget to manage because of the costs of running the Centre. Outside of the committees there are working parties of Councillors working on specific tasks and almost daily meetings with the clerk on management issues. We also spend a lot of time on planning issues and dealing with general queries from members of the public and often liaise with other tiers of local government. As with all public bodies, we have to deal with all tasks such as dealing with incoming correspondence, supervising contractors, and monitoring budgets effectively and ensure we keep residents informed of decisions and proposals that may affect them. We experience peaks of activity when we are running specific projects.

Except for the contingency sum, the budget is fully allocated. Therefore, unless the Parish Council is able to secure new grant funding, which is only available for certain activities, any new activities or facilities which require additional resources would either have to replace an existing activity, be funded from reserves, or be funded via an increase in the precept.

4.06 Reserves

Steyning Parish Council is advised to hold in general reserve 50% of its working budget. Currently the council is underfunded and will need to build its reserves over the next 10 years. Reserves are used for capital or earmarked projects and our total general and earmarked reserves, as at 31.03.15, are £123,502 which is made up from £62,314 of Earmarked Reserves (funds for specific committees like Highways and Lighting and for projects such as the Steyning Centre Boiler replacement) and £61,188 of General Reserve (emergency funding and non-earmarked capital projects). See appendix 4.

4.07 Allowances

Councillors have previously voted not to accept the Councillors' annual allowance and are consequently unpaid volunteers. Provision of a Chairman's Allowance is made, which covers the cost of the annual Millennium Community Award ceremony.

4.08 Volunteers

The Parish Council members are volunteers and we could not complete the work we have committed to without the help of other volunteers from the community, for which the Council is very grateful.

4.09 Parish Council Governance and Communications

Steyning Parish Council aims to be a professional, competent and caring Parish Council, to be open and accountable in all it does and to ensure the sound financial management of Parish Council resources.

The objectives of the Council are to:

- **Be well-informed about the needs and opinions of the parish's residents and businesses by consulting them on major issues**
- **Improve services to the public by encouraging Council members and staff to develop their skills by undertaking appropriate training**
- **Ensure Councillors are kept informed of new opportunities and policies**
- **Be a good and fair employer by providing fulfilling work opportunities and conditions for its staff**
- **Continuously promote public participation in all Parish Council meetings and initiatives**
- **Deal with enquiries and fault reports from members of the public within government guidelines**
- **Be an effective custodian of the Council's property and documents**

The Parish Council recognises the role of good communication in building positive relationships with the public and with organisations that provide services in the parish. We will continue to seek to improve established channels of communication and find new ones.

4.10 Governance

To achieve the objectives detailed above, the Council will:

- **Continuously review and update the Parish Council website to make navigation of the site, to find information, simple and easy**
- **Post regular news of the Council's activities, reports of meetings, other important news and, initiatives on the new website**
- **Review and introduce other methods of distribution for Council news**
- **Continue to provide an opportunity at each Parish Council/committee meeting for public speaking and comments**
- **Upload updated versions of the Parish Council Business Plan available on the Council website**
- **Report at the Annual Parish Meeting the previous twelve months' activities**
- **Agree and carry out a Governance Review with any recommendations for changes at each year's Annual Parish Meeting**
- **Conduct a review of training needs of both Councillors and staff following any Governance changes and then review annually**
- **Invite representatives of outside agencies to address the Council on key matters of interest to Parish Council/committee meetings**
- **Invite members of the public with specialist skills to participate in working parties**
- **Set up working groups with other statutory and voluntary bodies, businesses, residents and other stakeholders as appropriate, in order to facilitate coordinated effort**
- **Appoint representatives to appropriate external agencies and committees**
- **Attend relevant conferences and meetings**
- **Be involved with appropriate town organisations**

5.00 Council Activities and Actions

5.01 The Steyning Centre

The Steyning Centre is the community hub, providing clerks' offices, two large halls and two committee rooms to hire. There is also a full professional kitchen. The Centre was built in 1992 and is showing signs of age and needs constant upkeep (eg: In 2014 the heating system boiler was replaced at a cost of £6,000). To keep repair costs low the caretakers and other volunteers do as much maintenance as possible. There are constant changes to Health & Safety regulations and those need to be accommodated. The Centre runs at a small loss each year and the Council endeavours to find innovative ways to increase income, such as the hugely successful Community Cinema, to mitigate any losses. To ensure that the Centre continues to be attractive to both local community groups and to outside potential hirers, it is essential that it is well maintained and that equipment and facilities are regularly inspected in accordance with regulations.

Actions:

To find innovative ways to maximise the rental income and reduce the losses

To continue to maintain the building in the most cost effective way

5.02 Memorial Playing

The Memorial Playing Field (MPF) is a registered village green and is used by residents to walk dogs and for general leisure activities. The MPF has a tennis club with three courts; a bowls club and cricket club all owned by the Council but leased to the individual clubs. In addition there are two football pitches, a large play area, a small fenced play area with swings for toddlers, a tarmac skateboard strip and an exercise trail. A local community group is revitalising the existing orchard and is planting new trees.

The MPF is maintained by our contractor who has a three year contract which started in 2013. The grass is mowed to an agreed schedule and he also keeps the long grass on the verges to an agreed standard. The contractor also does other maintenance jobs as required. The cricket square is maintained by the cricket club's own contractor. Football pitches are marked out by the football clubs. Anyone wanting to organize a particular team sports activity requiring a marked out pitch, must seek permission to do so from the Council.

Actions:

To keep the MPF open at all times for residents of the 'locality'

To maintain the field and changing facilities for the different sports activities

To ensure that as many sports/activities as possible can take place to encourage residents of all ages to engage in non-organised outdoor activities

5.03 Tree Survey and Tree Warden

The Council will commission a full tree survey and management plan (a five year action and budgeting plan) of all its open spaces and has a tree warden who will monitor the condition of the trees and advise the Council when action needs to be taken.

Action:

To monitor the trees in all open spaces to ensure their safe condition

5.04 Village Green

At this time Steyning has a village green which is the Memorial Playing Field. Anyone who lives or works, in the administrative district of Steyning (the 'locality') may use the village green for sport and recreational pastimes. There are restrictions on using the green eg: on driving on the green, alcohol, restricting access and building. We would advise members of the public to keep clear of any area designated for a particular sport when clubs are using the allotted space.

Actions:

To erect suitable signs to indicate how the green may be used and by whom

To manage the green within the law and to ensure that all the clubs using the green continue to thrive and prosper

5.05 Allotments

The Council manages two allotments – Rublees and Canada Gardens with 138 whole plots. Both are situated on the Western side of the MPF. Approximately 50% of allotment holders are members of the Allotments Association. The Council recently brought in new allotment regulations which also take into consideration that the allotments are in the South Downs National Park. At the time of printing, there is no waiting list. The allotments are generally well managed by the allotment holders and are inspected monthly by the Council.

Action:

To ensure that the rental income from the allotments covers the costs of maintenance and that there is no impact on council tax payers

5.06 Clubhouses/Tennis Courts

The Council owns the tennis, bowls and cricket clubs and leases them to the clubs and the leases are full repairing leases. The clubhouses are valuable assets and we undertake an annual inspection to ensure that the clubs maintain their premises to an acceptable level. Under the law for village greens, the clubs must allow free reasonable access to anyone within the 'locality' of Steyning but this does not include any days that the clubs have for club games, practice or, matches.

Actions:

To ensure that the clubhouses are maintained to an acceptable level

5.07 Play areas

The Council has seven children's play areas:

Memorial Playing Field (2)
Norman Way
Abbey Road
South Ash
Chandler's Way

Fletchers Croft

All the play areas are inspected monthly by trained staff and then annually by Wicksteads. All the play equipment needs regular maintenance and the majority of the Playing Fields budget is spent on this.

Actions:

To continue to provide children's play areas and to keep them well maintained

To continue to inspect all children's play equipment regularly

5.08 Activities for young people

We recognise that modern life in a small town for young people can be difficult with limited facilities available and that the provision of youth sport and leisure activities is an effective means of combatting anti-social behaviour and building a stronger and better community. The Council will continue to work with others to encourage people of all ages to get out into the open air for non-organised activities.

Action:

To work with the Youth Worker and others such as the Steyning Downland Scheme to encourage youngsters to take part in non-organised outdoor activities

5.09 Open Spaces, Countryside and South Downs National Park

Steyning is ideally placed on the edge of the South Downs National Park (SDNP) and areas of outstanding natural beauty. From Steyning there are many walks over countryside or, downland hills and also a number of river walks. There are many cycle paths and walks suitable for all – including wheelchairs and scooters.

Actions:

To maintain for each of our open spaces, as listed in Appendix 1, a current management plan balancing public access, visual appeal and the needs of wildlife, promoting and protecting biodiversity in carrying out their functions.

To work with key organisations to help with our management plans to maintain these sites as best we can given the resources available to us.

To keep our open spaces open to all members of the community at all times regardless of any events that may take place on the land.

5.10 Signage

The Council have recently completed an overhaul, with WSCC, of the key signs as visitors enter the town and will continue to ensure that they are updated and meaningful. In addition there are period finger post signs in the High Street which have been provided by the Steyning and District Partnership.

Action:

To ensure that all street signs are updated and meaningful

5.11 Grants received

The Council has been very successful in gaining a number of important grants over the last few years. Recent grants included funding for the flooding in Mouse Lane and Dog Lane from Operation Watershed and WSCC.

Action:

To continue to seek grants and match funding as projects arise

5.12 Grants given

Each year the Council gives grants to various local community groups who work tirelessly on behalf of the community to enhance the town. These grants include; Steyning in Bloom for the floral arrangements in the High Street; the Steyning Business Chamber for the Christmas lights; Citizens Advice Bureau and the Royal British Legion for the upkeep of the memorial garden.

Action:

To continue to support local community groups through grant aid where possible, prioritising those that benefit Steyning residents the most; those that best help us to meet our objectives and those groups in greatest financial need

6.00 Community Events/Community Groups

6.01 Community Events

Steyning has a number of key community led events that not only bring the community together but are valuable in promoting the town to visitors. The Council supports these events wherever it can and is grateful for the work that these dedicated volunteers put into events such as:

The Steyning Festival and Summer Fair both held biennially, the annual Christmas late night shopping event, the Steyning Food and Wine Festival and, the farmers' and Italian markets.

6.02 Community Groups

Steyning is fortunate in having over many diverse sports and social clubs and there is something for everyone. For sport; apart from the cricket, tennis and bowls clubs, there are athletics, table tennis, swimming, walking and football clubs for example and, you can even learn to scuba dive! For social clubs there is a wide choice from art to music, films to literature and dancing to keep fit. All these clubs are run by volunteers from the community and we thank them for their hard work and for the enjoyment that they give. A list of community sports and social clubs is available in appendix 3.

6.02.1 The Steyning and District Community Partnership

The Steyning and District Partnership is a group of volunteers dedicated to delivering projects to enhance the well-being of Steyning and the district. Its members are residents, representatives of various local organisations and local, district or county councillors. The varied projects that they undertake require funding and the involvement of local, district and county councillors facilitates the delivery of these projects.

6.02.2 The Steyning Business Chamber

The Steyning Business Chamber currently represents the interests of over 60 member businesses. Its principle objective is; *"to promote, protect and develop the interests of the business community of Steyning and District area"*.

The Business Chamber is also responsible for the Christmas lights which are an attractive feature of the High Street during the run up to Christmas.

6.02.3 Steyning In Bloom

The volunteers that make up Steyning in Bloom are responsible for the varied flower displays in the High Street.

7.00 Steyning Heritage and Planning

"To enhance and promote the historic and cultural heritage of Steyning and to safeguard its unique identity as a town on the edge of the South Downs National Park"

Steyning is proud of its historical heritage stretching back to Medieval times. We have over 100 listed buildings and these buildings are highly significant and should be preserved at all costs. Steyning also has a Special Area of Controlled Advertising. To ensure that the 'historic street scene' of the town is preserved the Council updated its Steyning Conservation Area - Character Appraisal and Management Plan in 2014 and has written to all residents in listed buildings to inform them of the planning

restrictions on their properties. We pay particular attention to plans associated with our heritage as we want to preserve these assets for the town. The Conservation Area Plan will be consulted on as part of the Neighbourhood Plan process and the Council is seeking Article Four Direction on its Conservation Area Plan, which will add a further layer of protection.

The Council is mindful that the socio-economic future of the town will mean that the town cannot stand still but whenever new development is proposed in or, close to, the centre of the town, the Council will ensure that it is sympathetic to our cultural heritage.

As part of the statutory planning process, HDC has to consult the Parish Council on planning applications. Our Planning Committee scrutinises hundreds of applications each year providing feedback to the District Council. We give a local view of any proposed building work and our feedback can be broad ranging. Interested residents frequently ask us for our views on a proposed development and developers will often seek our input before they submit their application.

Actions:

To oppose any plans to alter the ‘historic street scene’ of Steyning

To encourage house owners and shop owners alike to be sympathetic to our cultural heritage so that it can be enjoyed by generations to come

To resist overdevelopment of sites in the town

8.00 Town Environment

8.01 Litter Picking, Pavement Sweeping and Bin Emptying

The Council pays a contractor to empty our litterbins three times per week as well as sweeping the pavements and litter picking daily in the High Street from Church Street to Mouse Lane, from Church Street to St Andrew’s Church and in the twitten from the High Street to Newman’s Gardens Car Park . WSCC are responsible for all other road/pavement sweeping and bin emptying. Our contractor also empties the litter bins in the MPF three times per week.

This costs us in the region of £17,142 per annum. However, if it were not for the efforts of our volunteer litter pickers who regularly litter pick the twittens and other roads, the cost would be a lot higher and possibly unaffordable.

The ‘cobbles’ area (a small strip of land about 60cms deep approximately) in front of many shops and houses in the High Street is private land and is the responsibility of the owner to make sure that it is clear of rubbish, weeds and pigeon fouling.

Action:

To continue to monitor the work of any contractor who we employ to empty our litterbins, sweep the pavements and, fully support our litter picking volunteers.

8.02 Dog Fouling

Unlike other towns Steyning has a proud record of limited dog fouling on the streets. There are still some inconsiderate dog owners who allow their dogs to foul the twittens, the MPF and other open spaces and play areas. The Council has run two anti-dog fouling campaigns and the wardens run regular patrols on the MPF, all of which has had some effect and there has been some improvement, although it is still short of the high standard that we should all aspire to

Action:

To continue the anti-dog fouling campaign, keep up the warden patrols and adopt a 'zero tolerance' stance on dog fouling

8.03 Flooding

The town has two key parts that annually flood; Mouse Lane and Dog Lane. Dog Lane: We have worked with WSCC to provide a solution and the broken culvert under the road has been replaced which appears to have solved the problem. Mouse Lane: This is a much larger problem as it involves natural springs and water run-off from the adjacent fields. We have had funding approved through Operation Watershed to start work on trying to reduce the flooding and work should start in mid-2015. However, there is still an issue with water pouring down the Horsham Road during persistent heavy rain, which drains into the storm drain at the bottom of Mouse Lane. Horsham Road opposite the Leisure Centre also floods but this is due mainly to a persistently blocked drain. The Council is mindful that any development of the field opposite the Leisure Centre would have to include a sustainable drainage plan.

The Council is aware that climate change, however, has increase the chance of localised flooding on roads. Existing drainage systems struggle to cope but we hope that the recent works will reduce flooding in the recognised black spots.

Actions:

To work with HDC/WSCC to ensure that clearing of the key drains is prioritised

To ensure that the flood works in Mouse Lane are completed in 2015

To monitor any proposed development of the Horsham Road site to prevent any increase in water run-off

9.00 Public Safety

The Parish Council has built a good relationship with the local police but the town is facing a different type of policing. The police station is due to close in the next few years and policing will be on a prioritised 'call-out' basis. The Council is working with the police to find alternative accommodation within Steyning to retain the police presence in the town.

The town has a Police Community Support Officer (PCSO), but are aware that they should consider the impact of their decisions, on reducing crime and disorder in their area.

Steyning continues to have a relatively low crime level but we do occasionally have peaks of anti-social behaviour. To combat this we financially support two Wardens who work closely with the youth in the town and have been very successful in reducing anti-social behaviour. In addition the town partly funds a youth worker who has been offering counselling and advice to youngsters who have perhaps, lacked in parental guidance and who, given time, may have moved into anti-social behaviour.

Actions:

To continue funding the wardens and youth worker

To consider setting up Community Safety Meetings to include the Police, Fire Service, Community Group, Churches Together, Neighbourhood Watch and other village groups to discuss matters affecting public safety

10.00 Local Transport, Access, Parking and Roads

10.01 Transport

Transport and Highways issues are not part of the Parish Council's area of responsibility. However, they are extremely important to our residents so we spend a lot of time working on their behalf bringing our influence to bear on the relevant authorities – principally WSCC.

Neither the District nor, County Council, has control of the local bus services and, bus companies are free to choose where and when services run. At the moment Steyning has the following bus services: 2, 2b, 59 & 60 (school days and school holidays), 100, 106 and 108.

In addition to these services local community groups, such as Steyning Good neighbours and Steyning Mini Bus, provide transport for the elderly. We are acutely aware that transport is a key issue for the elderly and, with an ageing population that the need will increase. The lack of transport primarily affects the ability of younger and older members of the community to participate in activities inside the town, to get to hospitals in Worthing, Horsham and Brighton and, to get to the out of town supermarkets and shopping centres.

The Steyning and District Partnership, in their Community Plan, recognised the problem and suggested the setting up of a Community Transport Group to coordinate and improve local transport services. The Council will support the Partnership in developing this.

Actions:

To work with the bus companies to try to maintain the existing service levels and, to lobby the companies for improvements in accordance with the needs of residents.

To support the Partnership and local community transport groups to develop a cohesive transport strategy for the future

10.02 Access

The town has two entrances; one off the Bramber roundabout and one off the A283 by-pass. Steyning is well signposted from the Bramber entrance but less well from the by-pass. The Steyning and District partnership – Visitor and Tourism Group – are looking at plans to provide better ‘gateways’ to Steyning, to attract more tourists, and it is hoped that these will be in place in 2015 if funding can be found

Action:

To support the partnership to develop the ‘gateways’ to Steyning

10.03 Parking

The town has three free car parks; Fletchers Croft (98 spaces + 4 disabled bays including grasscrete area), Newman’s Gardens (131 spaces + 4 disabled bays) and the High Street (42 spaces + 2 disabled bays) – a total of 281 spaces. Both Fletchers Croft and Newman’s Gardens are easily accessible from the High Street. We are aware that HDC are looking at offsetting the costs of running the car parks by introducing parking charges, but will work with HDC to ensure that car parking in Steyning remains free. The Council believes that the economy of Steyning would be seriously damaged by the introduction of parking charges, as has happened in other towns.

Parking illegally in the High Street still remains a problem.

There are a large number of cars parked on the side roads. These parking issues arise because many new properties have insufficient parking associated with them. The Council through its local knowledge, scrutinises all plans to ensure that there is sufficient parking for each house or, development to relieve on-street parking.

Actions:

To lobby HDC for the continuation of free car parking

To continue to scrutinise all new development to make sure that adequate off-street parking has been provided

10.04 Roads

Steyning is ideally situated being only a few miles off the A27 and from the A272. It is served by a very busy by-pass, the A283, which takes traffic away from the centre of town. The High Street is busy most days and with illegal parking on the yellow lines, traffic flow is slowed down. Church Street and Shooting Field have heavy traffic flow between 8.00 and 8.45am and 3.15 and 3.45pm during term time. Horsham Road and Clays Hill as the two key access roads to Steyning are busy at most times during the day, but

both roads flow well. The Grammar School bus in some 1,200 children in each day via the Horsham Road but is a well-practiced routine that does not cause any congestion.

Action:

To continually monitor the traffic flow through the town and take action where necessary if safety of drivers or pedestrians is at risk

10.05 Snow and Ice and Gritting

The clearing of snow and gritting on all roads in Steyning is the responsibility of WSCC. We have a snow clearing and gritting priority plan and we have purchased a number of grit bins which are situated at key junctions around the town. We have a stock of grit and the grit bins are regularly re-filled. This grit can be used by residents and shopkeepers to grit public areas such as pavements. When possible the High Street is cleared of snow by our own road-sweeper but we do not have the resources to do all the roads ourselves. The grit is not for use for by residents to grit their own paths and driveways.

Actions:

To continue to maintain the grit bins

To continue to ensure snow and ice is cleared from the High Street where possible

To continue to update the winter action plan as necessary

10.06 Reporting Faults

Residents should report highways faults directly on the WSCC website or, if necessary, through the Parish Clerk. Examples include potholes, signage, faulty streetlights, blocked gullies and street cleaning. The High Street pavements are cleaned by our own street cleaner and any concerns should be reported to the Parish Clerk.

Actions:

To act promptly on all fault complaints and to work with WSCC to ensure the work is completed

To take a proactive role in keeping businesses informed of planned road works

11.00 Steyning Economy and Development

11.01 Economy and Development

Steyning Parish Council wishes to encourage and promote the economic and commercial vitality of the town to ensure its future prosperity and sustainability by:

- **Working in Partnership with local traders, the Steyning and District Community Partnership and the Business Chamber on how to sustain the current retail offering that gives the High Street its vibrancy and to support them in;**
 - **Promoting a wider mix of non-retail businesses – including developing a strategy to make these businesses interact more with each other**
 - **Encouraging new businesses to re-locate to Steyning**
 - **Using local stakeholders to develop a strong creative and cultural offer and to provide young people with leisure opportunities, on-the-job learning skills and long-term employment which are vitally important to the future economic sustainability of rural communities like Steyning.**

The Council will work with other stakeholders such as the Steyning and District Community Partnership, Neighbourhood Community Planning Group and, the Steyning District Business Chamber, to develop both community and council led action plans to support local businesses, create new business opportunities as well as building new tourism opportunities and infrastructure. The aim is to sustain a diverse economy for the next 20 years and to sustain and improve long-term employment for local people.

With little land available in Steyning to develop new business opportunities, the council recognises that it must work with its neighbouring parishes of Bramber, Ashurst & Upper Beeding to look at revitalising existing business parks in their parishes, through private investment initiatives, to help drive and build the local economy.

Steyning is situated on the edge of the South Downs National Park which could provide increased tourism opportunities.

Actions:

To seek to promote the town as a place to do business and encourage tourism and local visitors whenever we have the opportunity

To support the Steyning and District Partnership and Business Chamber and other stakeholders to realise the key actions outlined in the Partnership’s business plan

11.02 The South Downs National Park

Steyning is situated on the boundary of the South Downs National Park (SDNP) and parts of the town are actually in it – a section on the western side of the MPF and the Rublees and Canada Garden allotments. There is a general statutory duty on all relevant authorities to have regard to the SDNP’s two purposes and it is a statutory consultee. This ensures that the relevant authorities take account of these purposes when coming to decisions or carrying out activities relating to or affecting land within these areas.

The two purposes are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park area by considering the biodiversity, landscape character and qualities, sustainable land management, cultural heritage)
- To promote opportunities for the understanding, and enjoyment of the special qualities of the Park by the public.

The area surrounding Steyning that is in the SDNP is widely used by walkers and cyclists. As a National Park 'gateway' town, we believe that Steyning can benefit from tourists coming to the park and will support the Steyning and District Partnership, the Business Chamber and other stakeholders in developing more tourism opportunities by promoting and developing an interest in and, exploration of, the wider area and the South Downs themselves.

Actions:

To support local community groups to develop the tourism opportunities of the SDNP to bring business into the town and to engage with local people on the benefits of the SDNP

To take note of the SDNP purposes on all developments in and adjacent to the SDNP

12.00 HOUSING, HEALTH AND EDUCATION

West Sussex County Council (WSCC) is responsible for the provision of Health and Education services while Horsham District Council (HDC) is responsible for housing. The Parish Council is a 'consultee' and as such can only lobby on these issues.

12.01 Housing

The Council recognises the need for new housing in the local area but are concerned that there is extreme pressure from developers to build large, high value properties with few affordable homes for local residents and first time buyers.

As part of the government's push towards increased local power (Localism Act), local communities can create a Neighbourhood Plan. Neighbourhood planning is a new way for communities to decide the future of the places where they live and work.

As a community, we are able to choose where we want developers to build new homes, shops and offices. We can have our say on what those new buildings should look like and the infrastructure required. We can also grant planning permission for the new buildings we want to see go ahead.

The Neighbourhood Plan (NP) which is due to be completed in 2015 will bring some clarity to the need for development within Steyning and will be supported by the Horsham District Planning Framework (HDPF) which is part of HDC's 5 year Land Supply. The NP which although a joint venture initiative by Steyning, Bramber, Ashurst and Upper Beeding parish councils is being entirely run by over 70 residents from the four parishes and following a survey to which 25% of homes responded, there is a clear picture of what the people in the four parishes want both in terms of housing and other socio-economic issues.

We hope that as a result of the NP, which has to go to a referendum for approval, there will be sufficient development of housing to meet all the local needs for the immediate future.

Actions:

To influence planning policy and practice so that the District Council ensures Steyning meets its housing needs

To support the results of the NP if approved in the referendum and to support limited housing development in the parish

To ensure that provision is made for additional infrastructure if development is approved

12.02 Education

The population in Horsham District is growing and this is putting pressure on our education system at both primary and secondary level. Steyning is fortunate in having a two well-regarded schools situated in the town; Steyning Grammar and Steyning Primary Schools. Steyning Grammar has a national and international reputation and has over 2,500 pupils with one of the largest state boarding schools in the country. In 2015 they are going to be embarking on a major rebuilding programme.

Action:

To continue building strong relationships with the local schools and to support them to ensure that they develop and prosper over the long term to meet the educational needs of the town's youngsters in the long term

12.04 Health

Steyning is very fortunate to have a large health centre situated in the centre of town that serves Steyning and outlying villages. However, there is pressure on providing frontline emergency services in rural communities due to budget cuts and we are aware that this could become a major issue in the years to come, particularly with an ageing population. The town is very fortunate to have a dedicated team of volunteer First Responders who give vital primary care when incidents arise, but there will be a necessity for the Council to ensure that ambulance response times are maintained within acceptable limits.

HDC have started an 'Isolation and Loneliness' initiative, which will gather momentum in 2015, to tackle the growing problem of people living in isolation in the town. We support this initiative.

The Council has no specific responsibility for health and wellbeing. However, we do contribute through the provision of sports and leisure facilities, and by supporting the local tennis, bowls, cricket and football clubs. We have also put a 'fitness trail' into the MPF although this is not well-used.

Actions:

To monitor the provision of emergency care support and all health provision for residents in the town

To support the 'Loneliness and Isolation' initiative

To continue to support activities which promote the health and wellbeing of the residents

12.05 Fire Service

There are no known plans to close the Steyning fire station but the Council will continue to monitor the situation.

Action:

To monitor the continuation of the local fire service

13.00 Action Plans

The Council agreed a 0% increase in the precept in 2015 and this will restrict what projects can be delivered in 2015 unless alternative funding is found. This will also be the case in future years if there is no increase in the precept. The town has received much support from its County Councillor who is supporting the Council on delivering major projects like the flood works in Mouse and Dog Lanes, through either funding from WSCC or, outside agencies. The Council is working on a list of potential funding sources to help get other projects delivered eg: the new urinals for the High Street toilets.

We have also had to become creative in trying to find additional sources of income, such as the very successful Community Cinema, which is not only a benefit to local residents but brings in an additional £6,000-£7,000 of gross income per year. We are often asked about providing more benches in the MPF but there is no money to provide them or, to maintain them, so the Council has decided that any benches must be 'donated' and that the donor must deposit £100 into the Council to fund future maintenance of the donated bench. These are just two examples of our efforts to increase our income.

It is unlikely in the current climate that any major projects will take place in the next five years without outside funding.

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Parish Councillors	Role	Date of election
Cllr Phil Bowell MBE	Chair	May 2015
Cllr Tim Lloyd	Vice Chair	May 2015
Cllr Gill Ness-Collins	Chair of Playing Fields Committee	May 2015
Cllr Martin Toomey		May 2015
Cllr Gill Muncey	Chair of Highways & Lighting Chair of Planning	May 2015
Cllr Liz Trundle		May 2015
Cllr Nick Muggridge	Neighbourhood Plan Steering Group Vice-Chair	May 2015
Cllr Michael Willett		May 2015
Cllr Rodney Goldsmith		May 2015
Cllr Sarah Sullivan		May 2015
Cllr Gary Sullivan		May 2015
Cllr Steve Northam		Co-opted June 2015
Cllr Deborah Hanson		Co-opted June 2015
Cllr Michelle Syred		Co-opted June 2015
Cllr Brian Picking		Co-opted June 2015
Horsham District Councillors		
Cllr Tim Lloyd		May 2015
Cllr Michael Willett		May 2015
West Sussex County Councillor		
Cllr David Barling		May 2015

APPENDIX ONE

Steyping Parish Council assets:

The Steyping Centre
Marley Shed Recreation Ground
Bowling Green Pavilion
Cricket Pavilion and car park
Tennis Pavilion, courts and floodlights
Changing Room Pavilion in the Memorial Playing Field
Clock Tower
Clock
St. Cuthman's statue
Memorial Playing Field (including play areas)
Memorial Garden
Rublees and Canada gardens allotments
Norman Way Play Area
Chandlers Way Play Area
Play equipment in Fletchers croft play Area
Notice Board in the High Street
Abbey Road Play area and open space
Godstall's Lane land
Lamp posts
The values of the Council's assets is approximately £2,990,000
(as per the Parish Council insurance schedule of July 2015).

APPENDIX TWO – LIST OF COMMITTEE MEMBERSHIP JULY 2015

FINANCE & COMMUNITY COMMITTEE (9)

Chairman: Tim Lloyd

Vice-Chairman: Phil Howell

Members: Gill Ness-Collins, Martin Toomey, Rodney Goldsmith, Sarah Sullivan, Gary Sullivan, Chair H&L, Chair SC, Chair Planning

HIGHWAYS & LIGHTING COMMITTEE (7)

Chairman:

Vice Chairman:

Members: Gill Muncey, Phil Howell, Tim Lloyd, Michael Willett, Steve Northam, Sarah Sullivan, Gary Sullivan,

PLAYING FIELDS COMMITTEE (7)

Chairman: Gill Ness-Collins

Vice Chairman: (Acting) Tim Lloyd

Members: Rodney Goldsmith, Phil Howell, Michelle Syred, Deborah Hanson, Brian Picking

PLANNING COMMITTEE (7)

Chairman

Vice Chairman

Members: Gill Muncey, Phil Howell, Martin Toomey, Tim Lloyd, Deborah Hanson, Nick Muggridge, Liz Trundle, Chris Tod (Associate)

STEYNING CENTRE COMMITTEE (7)

Chairman

Vice Chairman

Members: Phil Howell, Tim Lloyd, Liz Trundle, Michael Willett, Steve Northam, Michelle Syred, Brian Picking, Roger Toms (Associate)

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