

Steyning Parish Council



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**MEETING OF FULL PARISH COUNCIL
HELD ON MONDAY 18TH September 2017 AT 7.30PM
IN THE STEYNING CENTRE**

Present : Cllrs Bowell, Goldsmith, Percy, G. Sullivan, S. Sullivan, Toomey, Lloyd, Picking, Trundle, Muggeridge, and Hanson.

Clerk : John Fullbrook

Members of the Public: 35 {including Warden - Paul Conroy and Cllr Barling}

Meeting commenced 7.32pm

DRAFT MINUTES

		ACTION
FULL/17/80 80.1	APOLOGIES Apologies received from Cllr Willett, Cllr Northam, Cllr Muncey and Cllr Syred	
FULL/17/81 81.1.1	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Lloyd declared interest in Item 12.1 – Conservation Area plan as lives close to Bayards Fields.	
81.1.2	Cllr S. Sullivan declared interest in Steyning Community Orchard group.	
FULL/17/82 82.1.1	QUESTIONS FROM THE FLOOR Q. From Mr George Gordon representing the Bayards Fields community group. <i>We support the Parish Council in its effort to create a Neighbourhood plan and want to in future engage constructively. We also want to support the HDC Conservation document.</i>	
82.1.2	A. Cllr Bowell replied with thanks saying this was to be discussed later on Agenda	
82.2.1	Q. From Mr Steve Fuggles – <i>Without a Neighbourhood Plan in place why do some Councillors continue to promote development on Bayards Fields?</i>	
82.2.2	A. Cllr Bowell replied with thanks saying this was to be discussed later on Agenda	

- 82.3.1** Q. From Mr Trevor Cree - In relation to the SWAB Neighbourhood plan – *When will the Leaders of SPC take personal responsibility for this failed project?*
- 82.3.2** A. Cllr Howell replied the council does not currently have a policy on how we are to take the Neighbourhood plan forward. Cllr Muggeridge in reply to this and previous question said – As former Vice Chair to SWAB NP – There were over 100 local residents who took part. And said he took FULL personal responsibility for all their work spanning October 2014 to January 2016. The group started enthusiastically and completed some excellent work despite an unpleasant and often toxic working environment brought on by a constant flow of critical and often accusing and innuendo laden emails and Freedom of information requests from a small band of local residents. The Neighbourhood plan is in pause and Steyning PC will make its decision as to how it will proceed when it is ready.
- 82.4.1** Q. From Mr Chris Overs – *Does the Fence and Hedgerow south of Rublees Allotments with existing Ancient Orchard have the support of SPC to remain in place?*
- 82.4** A. Cllr Howell replied that there were no plans to remove it and that anyone interested in the maintenance of Steyning Parish hedgerows ought to attend the Amenities committee meetings as the Hedgerow working group regularly report back on work to be undertaken.

FULL/17/83 **MINUTES OF PREVIOUS MEETINGS**

83.1 Cllr Howell **Proposed** the minutes of the Meeting held on 17th July be agreed as a true correct record of proceedings. Cllr Pearcey **Seconded. Agreed**

83.2 **Minutes signed by the Chair**

FULL/17/84 **MATTERS ARISING AND ACTIONS**

84.1 FULL/17/26.5 – Cllr Howell explained why there was a need to reduce the number of Councillors on the Finance and General purposes committee now that all other Committee Chairs are in place. Cllr Goldsmith appeared to be only Councillor who could move onto Planning which was the only immediately available position but refused. Cllr Gary Sullivan then resigned from F&GP to allow Cllr Goldsmith to continue in that role.

84.2 FULL/17/69.1 - Presentation from the Acting Inspector - Clerk stated the new Acting inspector had confirmed she was hoping to attend next month's meeting **CLERK**

84.3 FULL/17/69.2 – Trial of Bank account completed - Clerk confirmed the £80K has been transferred to new reserve account.

84.4 FULL/17/71.4.3 – Is to be discussed later under Agenda item 8.4

84.5 FULL/17/73.4 – Clerk confirmed the Council's formal objection to the joint Local Mineral Plan went off in time for the closing date which was March 2017.

84.6 FULL/17/73.4 – Clerk has not yet discussed with Richard Maille but will do so. **CLERK**

84.7 FULL/17/75.4 – Minutes from F&GP on the 11th July and 12th September were accepted as a correct record. Cllr Pearcey **proposed**. Cllr Toomey **seconded. Agreed**. That provided item F&GP/17/39.13.2 was amended to include Clerk to action speaking with HDC to ensure High street Car Park

cleanliness properly attended to, as well as an idea as to how much this particular service cost.

FULL/17/85
85.1

NEIGHBOURHOOD WARDENS REPORT

A copy of the report is on the Councils website and Warden Paul Conroy read through it. It was also mentioned that the copy of the July report needed to be made available on web site, as this was not read through at this meeting and because there was no Council meeting in August to receive it.

FULL/17/86
86.1

JOINT PARISHES YOUTH COMMITTEE

Presentation from Emma Edwards – Community Youth Work Team Leader. The project has entered its 5th Year and Emma produced a copy of the Annual review and discussed details. Each week the group looks after on average 79 each week. In terms of attendance statistics set against other Youth services the Joint Parish team is comparatively very well received.

FULL/17/87
87.1

REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

Cllr Lloyd- HDC update - HDC year of culture starts on 1st Jan 2019

87.2

Cllr Willet – HDC update – None

87.3.1

Cllr Barling - WSCC update – Summer recess so few WSCC meetings but has attended many other meetings, notably A27 consultation meetings which are relevant to Steyning residents as if proposals go ahead for Arundel By-pass then there could be a 33% drop in traffic using the Steyning By-pass. The work could be completed by 2023.

87.3.2

School meetings to remove the huts – Should be going ahead and will report back

87.3.3

Saxon road tarmac needing to be attended to once again. Fire engine could not get down High street due to poor parking – Cllr Bowell suggested double yellow lines but this had been much discussed before.

87.3.4

High street- paint has been spilt on road – Cllr Barling to action

Cllr Barling

87.4

Cllr Toomey – HALC update – Meeting going ahead now and Cllr Toomey will report at next meeting

87.5

Cllr Toomey – Car Parking – As well documented –working group met on the 14th August with most items having been agreed @ Full Council. A letter then went out to Cllr Gordon Lindsay from the Clerk to highlight all that had been agreed. In the meantime and as per previous agreement with Cllr Lindsay Cash machines once again replaced card only machines in the Car Parks

87.6

Cllr Bowell – Cemetery committee update – As yet no clearly defined area of additional land to extend Cemetery agreed

87.7

Cllr Bowell – Patient Participation Group (PPG) update – None

FULL/17/88
88.1

QUARRY UPDATE

Meeting due on the 26th of this month – Cllr Barling reported excellent proof of evidence document produced by our team – Via Richard Maille which has been submitted for this meeting. Report back at next meeting

FULL/17/89
89.1

NEIGHBOURHOOD PLAN

Cllr Trundle update – Cllrs Trundle, Muncey and Muggeridge met with HDC planning officer Norman Kwan, SNDPA representative and representatives of

previous SWAB team to discuss recent changes to NP procedures, and to receive advice on future funding opportunities. We have received email notification that all three other Parishes have chosen to de-cluster, however the official withdrawal from SWAB happens only when the parishes tender their 'Written withdrawal statements'

89.2 Cllr Muggeridge clarified that if Steyning was to continue with a Neighbourhood plan it could still use the information already gathered by SWAB in its assessment of possible Steyning sites.

FULL/17/90 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

90.1 **Planning Committee** – Minutes for the meetings held on 24th July and 21st August 2017 be accepted as a correct record. Cllr Trundle **Proposed**. Cllr Hanson **Seconded. Agreed**

90.2 **Amenities Committee** – Minutes for the meeting held on 25th July 2017 be accepted as a correct record. Cllr Howell **proposed**. Cllr Toomey **seconded. Agreed**

90.3 **Premises Committee** – Minutes for the meeting held on 5th September 2017 be accepted as a correct record. Cllr Hanson **Proposed**. Cllr G Sullivan **Seconded. Agreed**

90.4 **Finance and General Purpose's committee** – The minutes from the meeting from last week on 12th September were already accepted.

FULL/17/91 RESPONSE TO CONSERVATION AREA PLAN

91.1 Cllr Trundle reported on the process for the Council's response and clarified that at 11th September EOM it was agreed that working group would be meeting on Tuesday 19th September which will then report to Planning committee for the response to be ratified.

91.2 Councillors thought there could be further opportunity for residents to state their views with regards to the Conservation plan. Clerk to ensure HDC web site links for direct response readily available off our web site and via SPC documentation and on notice boards. Cllr Lloyd **Proposed** that prior to the working group meeting tomorrow night we have an open public meeting for 30 mins and then go into working party group to then coordinate a recommendation to be ratified by Council. Cllr G Sullivan **seconded**. Recorded vote **5 For** Cllrs RG, SP, TL, SS, GS, **3 Against** – Cllrs NM, LT, BP **2 Abstentions** MT, PB. **Agreed**. Clerk to ensure that notices put up on Notice boards, in Steyning Centre, in Library, in Newsagents and on Web site to publicise this fact.

CLERK

FULL/17/92 SDNPA LOCAL PLAN

92.1 The South Downs National Park Authority has requested the Council submits expressions of interest for infrastructure projects which may support growth in the emerging Local Plan. Clerk to investigate for next meeting.

CLERK

Cllr Lloyd **proposed** we move item 14 to later on Agenda and deal instead with item 15 as running out of time. Cllr Pearcey **seconded. Agreed**

FULL/17/93 FINANCIAL MATTERS

93.1 Clerk referred to supporting paper which updated Councillors on Project spend to date for 2017/18 and suggested that Committee's start to consider 'Wish

- lists' for remainder of this year (as savings had been made and if funds allowed) and also into next year. Clerk will put on Agenda for those Committees.
- 93.2** Clerk's contract stated that the Council expects him to undertake a CiLCA course and the next one is due to start on the 9th October, and therefore needed agreement in order to enrol. Cllr Bowell **Proposed** Council pay the £320 for Clerk to enrol on course. Cllr Hanson **seconded. Agreed.** **CLERK**
- 93.3** Training session for Clerks and Chairs – Date options when available will be given to Councillors.
- 93.4** Clerks Pension request can only be considered subsequent to successful probationary period completion – Councillors to arrange this date and will then come back to F&GP.
- 93.5** Cllr Bowell **Proposed** the Council approve the Royal British Legions request to reimburse hall costs as per previous years for two events on the 3rd October and 20th November. Cllr S. Sullivan **seconded. Agreed**
- FULL/17/94** **STEYNING IN BLOOM**
94.1 Dealt with under item FULL/17/84.7
- FULL/17/95** **ALLOTMENTS**
95.1 Clerk stated that with regards to rent payments and Tenancy agreement signatories. At the last count out of 157 Allotments we have only 13 outstanding rents – and reminders have gone out... And we are only awaiting 7 outstanding Tenancy agreements.
- FULL/17/96** **STAFF MATTERS**
96.1 Clerk proposed a statement sent out as a supporting paper, but did not discuss.
- FULL/17/97** **CORRESPONDANCE AND INFORMATION ITEMS**
97.1 Chairman's Millennium Awards will be hoping to promote ASAP with closing date - Tuesday 7th
- FULL/17/98** **Neighbourhood Plan**
98.1 Follow up to Question asked by Mr Fuggles – Can Council please answer his question?
98.2 Cllr Muggerridge responded that the HDC Neighbourhood planning officer and SNDPA assessment officer have both said that the assessments carried out by SWAB were amongst the most comprehensive they had ever seen, and that the practice SWAB adopted was that having been undertaken by most other Neighbourhood plans up to the time when criteria had had to be changed following the Henfield Judicial Review.
- FULL/17/98** **CONFIDENTIAL SESSION**
98.1 **Cllr Bowell proposed and Cllr Pearcey seconded to go into Council session**
98.2 Clerk read summery update of the situation relating to CCTV trial. Cllr PB **Proposed** and Cllr Hanson **Seconded** that we should not proceed with the live monitoring service from the police and that we should seek other quotes with similar specification to those given by the CCTV Contractors. **8 For the motion. 4 Against. Agreed**

Meeting closed at 10.04 pm

FULL/17/99

DATE OF NEXT MEETING – 16.10.17

Signed Date 16th October 2017
Chairman