

**MEETING OF THE FULL PARISH COUNCIL
MONDAY 10th August 2015 AT 7.30 PM
IN THE STEYNING CENTRE**

Present: Cllrs Bowell, Lloyd, Toomey, Ness-Collins, Trundle, Muncey, Muggridge, Willett, S Sullivan, G Sullivan, Goldsmith, Northam, Syred, Hanson, Picking.

Members of the public: seven, including Cllr David Barling (WSCC)

Clerk: Rebecca Luckin

QUESTIONS FROM MEMBERS OF THE PUBLIC:

Written question - *"With respect to Item 6, Neighbourhood Plan, I would be grateful for an explanation as to why the important SWAB Youth Survey is open to individuals up to the age of 25 years of age whereas the Upper Beeding Neighbourhood Plan youth survey age limit was set at a realistic 17 years of age? How can it be that an individual of 25 years of age with two children and a mortgage can qualify for a youth survey? (see SAYS Facebook site for confirmation)"*

A - Cllr Muggridge provided a response in his Neighbourhood Plan update.

Questions from the floor -

1. Q – I've noticed fly posting around the town advertising community events, what is the Parish Council's policy on this?
A – Cllr Barling (WSCC), Enforcement is difficult. If you see a sign that you don't like and it's been fly posted, I suggest you take it down. The Clerk will include a note in Your Steyning that signs should not be posted or should be removed after the event, though Councillors were mindful that community events required support. Item will be added to Highways & Lighting Agenda.

The meeting was convened at 19.38pm

MINUTES

1. **APOLOGIES FOR ABSENCE** – none for this meeting.
2. **DECLARATIONS INTEREST AND DISPENSATIONS** – none for this meeting.
3. **MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Cllr Bowell **proposed, seconded** by Cllr Muncey that the minutes of the meeting of 13th July 2015 be approved as a correct record and signed by the Chair. **Agreed.**
4. **MATTERS ARISING AND ACTIONS** – the Clerk reported that:
 - 4.1 (49.1 a) the SAYS treasurer had confirmed that rebates would be paid by mid-August.

- 4.2** (49.1 e) The Steyning Parish Council (SPC) draft Business Plan has been circulated to HDC, WSCC and SDNPA for consultation.
- 4.3** (50.1) Update regarding recordings of meetings to be placed on SPC website. The website has insufficient capacity. SPC will subscribe to 'SoundCloud' in order that files can be stored and accessed from the website.

5. POLICE, NEIGHBOURHOOD WARDEN AND SAYS REPORTS

5.1 Neighbourhood Warden's Report - Circulated prior to meeting and available on SPC website. Remaining graffiti will be reported and cleared as soon as possible.

5.2 SAYS report. At the end of the meeting, Youth Worker, Emma Edwards provided a presentation regarding young people's experiences of the Youth Service including topics such as fun events, raising aspirations, early intervention and community benefits. Activities were listed, and detached youth work explained. Attendance statistics were provided and links with partnership agencies outlined. Volunteers and funds are always required. Plans for year three are underway, proactive support and sustainability will be addressed. Followed by a Q&A session:

Q- It is encouraging to see that confidential and sexual matters are discussed, but no young people were reading?

A – They usually read from iPads.

Q- It's fantastic what you are doing, parents as well as young people need support, do you offer anything to them?

A – Signposting can be provided. NHS is putting out invitations to tender for provision of an early intervention service, to help parents. I receive contact and advice from other professionals.

Q – What about informal contact with parents?

A – Chats can be undertaken on an informal basis, I will encourage young people to talk with their parents. All volunteers are DBS checked.

Q – What stops development of the youth service most?

A – Time, staff, good quality, committed volunteers from within the community, a large outdoor space,

Q – At a recent future of youth work conference, a lot was made of trust and sustainability?

A – Relationships are important to young people and trust is key to success.

Q – Do the wardens help you?

A – They volunteer in the club and also point young people to the Youth Club when they are out on patrol and seek to build positive relationships with young people.

Q – At a recent Youth Conference, a lot was made of continuity, it's taken a long time to build that trust and relationship with young people?

A – It takes a while for new staff to embed and relationships to be built. It does take young people a while to trust you, which is why we've seen slow but persistent growth and young people have opened up regarding their problems.

Q – We are very lucky to have you personally and hope that you enjoy your job and are planning to stay in Steyning? I think it would be a sad loss, having built up relationship, if we were to lose you? I hope you are happy in your work?

a A – My hours in Steyning have reduced slightly, due to a change in role, I am the line manager for the team across the district, but I am settled and enjoy my work in Steyning.

Q – Through the Steyning Downland Scheme I have seen Emma’s work and the benefit to the community?

A - Councillors agreed and thanked Emma Edwards.

5.3 Police report - Chief Inspector Hodges July newsletter requested. Rolling year crime figures circulated to Councillors prior to the meeting.

6. NEIGHBOURHOOD PLAN (Steyning, Wiston, Ashurst and Bramber – SWAB)

6.1 Cllr Muggridge provided an update on progress. 70+ resident volunteers of the SWAB Focus Groups have continued their work on the Neighbourhood Plan. The ‘Call for Sites’ process had yielded 18 potential sites. The results of the online, multi-parish Youth Survey, designed by young people, will be analysed in late August and reported to the Steering Group. A local resident has challenged the survey target age range, 12 – 25 years, but it has been set by young people and is consistent with that used by WSCC Youth Service, and will help reach an age group that was under represented in the SWAB residents’ survey responses.

The Stage One Report should be approved by SWAB Steering group at the August meeting. The Housing Focus Group has been working on site selection criteria to ensure that each site is assessed robustly and as objectively as possible on criteria relevant to planning and residents’ views as expressed in the survey. Once approved, site selection criteria will be used to assess site individually and a recommendation will be made regarding those best suited to the community’s needs. Site locations will remain confidential during the selection process, but will be reported publicly in due course, to give residents the opportunity to comment.

Agendas, minutes and documents are available on the SWAB website and another public meeting will take place in the Autumn. It is anticipated that referendum will take place in late Spring 2016.

Cllr Muggridge expressed concern regarding the written question received and postings on a local discussion website. A local resident had expressed criticism of the youth survey and target age group, which was the result of a few talented and engaged local young people, aged 14 – 15 years, interested in the local plan and Steyning Parish Council. Cllr Muggridge provided a quote from the website and advised that some Parish Councillors were regularly named and criticised, as were many SPC process and decisions. Cllr Muggridge was particularly concerned regarding the impact of such statements upon young people and invited the author of the letter to consider an apology to them.

6.2 Councillors considered the appointment of a Steyning Parish Councillor to join the SWAB Steering Group, following resignation from the Steering Group of Cllr Toomey.

Cllr Howell **proposed, seconded** by Cllr Muggridge that Cllr Hanson join the SWAB Steering Group. **Unanimously agreed.**

7. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 7.1 Finance & Community Committee** – minutes of the meeting of 4th August 2015.
Cllr Lloyd summarised the business of the meeting.
Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the minutes be accepted.
Agreed.
- 7.2 Playing Fields Committee meeting** – minutes of the meeting of 21st July 2015.
Cllr Ness-Collins summarised the business of the meeting. Councillors expressed concern that as a result of paving slabs being stolen from Fletcher’s Croft, HDC had re-landscaped the area with grass and a tarmac path, but did not provide a path to connect the play area with car parking spaces. *Subsequent to the meeting, the Deputy Clerk confirmed that HDC had assessed the works to be undertaken and made the decision to provide one path only, that linked the play area with a pavement.*
Cllr Ness-Collins **proposed, seconded** by Cllr Hanson that the minutes be accepted.
Agreed.
- 7.3 Planning Committee**
- a) Minutes of the meetings of 21st July and 4th August 2015.
Cllr Muncey summarised the business of the Committee.
Cllr Muncey **proposed, seconded** by Cllr Lloyd that the minutes be accepted.
Agreed.
- b) Cllr Muncey outlined the background to the consideration of a Special Motion to amend Planning Terms of Reference and suspend Standing Orders:
‘Ten Parish Councillors would like to propose a special motion to clarify and amend the Planning Committee Terms of Reference, which were agreed at the meeting of Full Council of 13th May 2015, to the amended version attached, as discussed at the Planning Meeting of 21st July 2015. Also to suspend a section of Standing Order 5 J vii to allow the current Chair of Planning not to take up the position held open on the F&C Committee, to be reviewed, along with all the other Committee assignments, six months from when they were agreed by Full Council – 13th July 2015.’
Cllr Muncey **proposed, seconded** by Cllr Muggridge that the special motion be carried. **Agreed.**
- 7.4 Steyning Centre Committee** – minutes of 28th July 2015.
Cllr Willett summarised the business of the meeting.
Cllr Willett **proposed, seconded** by Cllr Goldsmith that the minutes be accepted.
Agreed.
- 7.5 Highways & Lighting Committee**
- a) Cllr Muncey explained the proposed works, as specified by a WSCC Highways Engineer. Councillors considered quotes to undertake drainage and improvement works in Mouse Lane:
Balfour Beatty - £9,830.76 + £3,000 = £12,830.76+VAT
Edburton - £27,705+VAT
Landbuild - £15,882 + £6,732 = £22,614+VAT
Cllr Muncey **proposed, seconded** by Cllr G Sullivan that Balfour Beatty should undertake the works, commencing in September. **Agreed.**
HDC will be asked to sweep Mouse Lane on a regular basis.

8. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

8.1 Cllr Lloyd (HDC) reported that the Scrutiny & Overview Committee had looked at supporting residents who have no internet access. The Crime & Disorder Working Group provided a brief introduction to the Community Safety Partnership - website www.horsham@scp.org. The Health Provision Working Group addressed concern over provision of GP services in the District.

8.2 Cllr Willett (HDC) reported that Development Control South, had considered two recent local farm diversification proposals and advised that there is a presumption that planning will be approved unless it is materially against either an accepted plan or will affect the environment or other significant issues. Within planning there is a mismatch between expectation and WSCC Highway approvals which is being followed up.

Regarding bunding at Highlands Farm, the Bostal, SDNPA has delegated all planning matters to HDC. Dr Chris Lyons has encouraged HDC Enforcement Officer to take action since the bunding is considered to be engineering works.

8.3 Cllr Barling (WSCC) reported that Newham Lane had been discussed, with regard to a weight restriction sign, but this would not include deliveries to premises within the lane. Local residents had raised the hope of reducing the speed limit to 20mph which cannot be undertaken in one lane only and could only be part of an extended project that would require town consultation. Cllr Barling advised that a request to extend the 30mph zone to the top of the lane stood a better chance of success and he has written to the Highway manager.

Winter Maintenance Plan – a grit bin audit will be undertaken and reported back to WSCC.

Hedge cutting – WSCC undertake three cuts per year, and will complete the works list as soon as possible.

Discussion has taken place regarding the use of an External Works Officer who could be employed by a cluster of Parish Councils.

The WSCC Families Plan has been very successful in assisting approximately 4000 families.

9. REPORTS FROM OUTSIDE BODIES

9.1 Joint Parishes Burial Board – Cllr Howell explained the background and advised of an agreement by the JPBB to increase the cost of a grant of exclusive right of burial at St. Botolphs, in order to ensure that the cemetery can be extended and maintained and provide for the needs of future generations.

10. ITEMS FOR PRESS RELEASE – none for this meeting.

11. INFORMATION – to report on any information items.

11.1 Update on potential community project / use of Steyning Police Station - Cllr Howell reported that the Police Station had been registered as a Community Asset. The Steyning Society has indicated that it may be a suitable location for a respite health facility within the town, to minimise the issue of 'bed blocking' of local hospital beds. The Wilson Memorial Trust, Patient Partnership Group and the George Mills Trust, WSCC and HDC have expressed positive interest. The running costs and management will be the responsibility of the NHS and Social

Services. Discussions are in the early stages, but it will not be a Parish Council project. Councillors discussed the project.

- 11.2** WSCC Care Act Newsletter advising of the duty of health care services and local authorities to integrate. The WSCC 2015/16 Better Care Fund has been launched to improve services to residents of West Sussex.
- 11.3** SDNPA Local Plan Workshop, 10th September, Cllrs S Sullivan and Northam will attend and report back.
- 11.4** SDNPA Parish Council Representative results. Cllr Karen Roberts (Findon) has been elected to represent the Parish Councils of West Sussex and will attend a Steyning Full Council meeting, when she is familiar with her role.
- 11.5** SDNPA News circulated to Councillors prior to meeting. Councillors noted that an extra 2ha of chalk grassland had been incorporated into an existing SNCI at Steyning Coombe, south of the Rifle Range.
- 11.6** WSCC Families Plan 2015 – 2020, outlining how WSCC and it's partners will work together for the benefit of children, young people and families - circulated to Councillors.
- 11.7** Steyning & District Partnership Directors' Report circulated to Councillors.
- 11.8** HDC HeartSafe workshop event.
- 11.9** Steyning High Street V&T Group. Cllr Northam will liaise with the group.

12. CORRESPONDENCE

- 12.1** Councillors noted an item of correspondence from a member of the public, expressing concern regarding exchanges that took place, between Councillors, at the public meeting of 13th July 2015 and referred Councillors to Parish Council polices and guidance on Councillor conduct.

13. MEETING DATES

- 13.1** Date of next Full Parish Council Meeting – Monday 7th September 2015.

The meeting closed at 21.10pm

Signed: Date: 7th September 2015
Chairman