

**STEYNING PARISH COUNCIL  
FULL PARISH COUNCIL MEETING  
MONDAY 13<sup>th</sup> October 2014 AT 7.30 PM IN THE STEYNING CENTRE**

**COMMEMORATION AND DEDICATION OF MEMORIAL CLOCKS MARKING THE  
CENTENARY OF THE COMMENCEMENT OF WWI  
Dedication by Father Neil**

Cllr Bowell introduced Father Neil, explained the background to the project and acknowledged that Mrs Sarah Sullivan had originally suggested the idea. Father Neil made a dedication, led those present in prayer and unveiled two memorial clocks, chosen by Councillors to commemorate the centenary of WWI.

**QUESTIONS FROM THE MEMBERS OF THE PUBLIC:**

**Councillors had received three written questions:**

1. Q - 'Regarding Steyning skate park. In a number of successfully adopted Neighbourhood Plans throughout the country there has been the clear identification of the new sports facilities within those plans, for example the tennis courts and the relocation of football and cricket pitches within the Kirdford Neighbourhood plan. Will the Parish Council commit themselves tonight to include a long overdue state of the art skatepark for the young people of Steyning within the currently evolving Steyning Neighbourhood Plan, in a new location that will help heal the deep divisions within our community caused by the proposed MPF skate park location? If not, I should like to ask why not?'

A – The Neighbourhood Plan is being put together by the four parishes of Wiston, Ashurst, Bramber and Steyning. Steyning along with the other parishes has two council members on the steering committee which will be seeking input from all the parishes, the residents and stakeholders within those parishes as the plan takes shape.

2. Q - 'We know that it is legally permitted to build a 'sports pavilion on the Village Green and thereby satisfy any future requirements of the bowls, tennis, cricket and other MPF clubs. We know that if the MPF Village Green status is lost, as Steyning Parish Council plans, that opens up the way to housing and other development in the future that could threaten the existing clubs no matter what the current councillors promise. Will the Full Parish Council withdraw the proposal to de-register the MPF Village Green, if not, why not?'

A – Firstly, I am not sure who the 'we' is when you say 'we know that it is legally permitted to build a sports pavilion on the village green.' We, the council, having taken legal advice, have been advised that this is not the case. As the landowner the council is responsible in ensuring that it, the clubs and people who use the village green, do so

'lawfully'. The council is aware that there are contrary views on what the clubs are able to 'lawfully' do but having taken its legal advice the council will act on that advice, until such time as it changes. Not to do so would be irresponsible and could result in the council being taken to court. The council has already had meetings with the clubs and they must consult with the council on any proposed changes to their clubs' facilities so that it can help them to achieve such changes 'lawfully'. The clubs are of course able to seek independent legal advice and challenge any ruling made by the council regarding their buildings and their club's activities, in the future.

No-one, has any authority to act on behalf of the council in any matter relating to the MPF, its users, its clubs and their buildings or, activities of any 'user' of the village green.

Secondly, the MPF is the ONLY council owned space in Steyning that can accommodate all the sports and leisure activities for the town and it is therefore, unlikely that this council or, any future council would consider developing the land.

Thirdly, the council is waiting for its counsel's advice on the rectification of the village green and when it has that advice it will debate it in council.

3. Q - I have seen a posting on the FoMPF website which claims that Cllr Phil Bowell is no longer going to proceed with the skatepark on the Memorial Playing Field. Is there any truth in this since I believed you had been reported as saying that the council had no intention of building houses there and were continuing with your plan to remove Village Green status from the Rublees part of the MPF and then resubmit the skatepark plan to HDC? Honouring the mandate of the Town Poll last November?

A – The council have voted unanimously to withdraw the planning application for the skate-park in the MPF. As with the previous question this council has no intention of building houses on the MPF and we are waiting for counsel's advice on the rectification of the village green and when it has that advice it will debate it in council. As far as I am aware I have made no comment about re-submitting the skate-park plans should the village green status be rectified. The council cannot currently honour the mandate of the November Town Poll for reasons that have been well-publicised.

#### **Questions from the floor:**

1. Q – Can you tell us what the Parish Council are doing about the A&E at Worthing and Out Patients at Southlands? What can the cabinet member for HDC do about it? A lot of residents use the facilities. I think the Parish Council should get involved. Adur District Council did contact Steyning, but they didn't get a response. We are involved.

A – Cllr Rogers – I do meet with NHS Coastal West Sussex Clinical Commissioning Group, they are not consulting at the moment, rest assured we will be making a strong voice if there is the opportunity, I will come back to you.

2. Q – You could put a link to the Steyning Herald petition on your website.

A – Good idea.

3. Q – Cllr Cockman –Taking up an earlier point, we did have a campaign in the Shoreham Herald in October 2007, all local GP's and HDC Councillors got together and sent in a letter when Shoreham and Worthing were under threat of reduced services. We ought to be alert if anything like that happens.

**The meeting was convened at 19.45**

**Present:** Cllr Bowell (Chairman), Cllr Lloyd (Vice-Chairman), Cllrs Barling, Marshall, Ness-Collins, Toomey, Alexander, Toms, Hopkinson, Staines, Rogers, Trundle, Muggeridge.

**In attendance:** Cllr G Cockman (HDC)

**Members of the public:** 34 members of the public and two Neighbourhood Wardens

**Members of the press:** Simon Robb (Steyning Herald),

**Clerk:** Rebecca Luckin

### **Minutes**

1. **APOLOGIES** – apologies were received and accepted from Cllr Muncey.
2. **DECLARATIONS** – there were none.
3. **MINUTES** – Cllr Muggeridge **proposed, seconded** by Cllr Lloyd that the minutes of the meeting of 8<sup>th</sup> September 2014 be accepted as a correct record of the meeting. **Agreed.**
4. **CO-OPTION OF A NEW PARISH COUNCILLOR**  
Following a brief presentation by Mr Michael Willett, Councillors considered his co-option to Steyning Parish Council. A paper ballot was held. Votes were noted and counted. Councillors agreed unanimously to co-opt Mr Michael Willett onto the Parish Council. Mr Willett signed the Declaration of Office, prior to taking part in the meeting.
5. **MATTERS ARISING AND ACTIONS**
  - 5.1 The Clerk reported that she had begun the process of requesting that Steyning Police Station be placed on the Community Asset Register held by HDC. Ongoing.
  - 5.2 The Environment Agency had been contacted regarding the choked stream by The Star pub. Cllr Barling will contact the Environment Agency.
  - 5.3 Councillors had written to Steyning Grammar School to congratulate staff and pupils upon their excellent exam results.
6. **POLICE / NEIGHBOURHOOD WARDEN SCHEME REPORT / LAT REPORT**  
**The Neighbourhood Warden report** for September 2014 had been received and placed on the Parish Council website:  
*Anti-Social Behaviour*  
*We were alerted to two separate incidents of bike thefts from Steyning Grammar Lower School bike shed. The first was on 3/9/14 and belonged to a teacher. CCTV shows a suspect aged between 18 & 21 wearing a grey hoody with large logo on the front, black woolly hat, black bottoms, black bag and white trainers. The second incident was between 10/9/14 and 12/9/14 and belonged to a student; again this was locked up in the bike shed*

*at the Lower School site. We have increased our late night foot patrols in this area and are yet to have any repercussions. Both incidents have been reported to the Police and have serial numbers.*

*On the morning of the 22<sup>nd</sup>, a resident called referring to an incident where her mother was alarmed by the firing of a pellet gun along the footpath adjacent to the school. We have a suspect who we believe may be responsible for this.*

*On Saturday the 20<sup>th</sup> we engaged with and split up a group of youths who were drinking in Fletchers Croft car park. There were 6 youths, two of whom we know are under age. We know most of the older individuals who we suspect were supplying alcohol to the younger ones. On challenging the group they scattered and we were unable to get a positive I.D or confiscate any alcohol. Fortunately we not seen this group again since, and had no calls from local residents regarding any nuisance behaviour that evening.*

*We litter picked and cleared out the area at the back of the playing fields. We have also been visiting the area of an evening subject to previous reports of the area being used for drinking.*

#### Community

*We attended a presentation at the Baptist Church in Upper Beeding for link scheme run by Debbie Wood, the scheme involves volunteer workers going to elderly and vulnerable people's homes, as part of the loneliness and isolation initiative across the three parishes.*

**The Police report**, provided by PCSO Slaughter, for the period was also read:

*On Wednesday 10/09/14 I visited Elan Nursery to talk with the children regarding stranger danger and road safety awareness. The children really enjoyed trying on the police hats & helmets and many of them had their picture taken in the police 4x4 vehicle. I will be re-attending later in the year to speak to another class regarding similar safety topics.*

*During September two bikes were stolen from Steyning Grammar Lower School bike rack. CCTV has been seized from the school site and information disseminated to Steyning's Neighbourhood Policing Team. Sussex police have been promoting Immobilise, a free property register where you can list valuable items that have a unique reference code. Operation Velo has been set up across West Sussex to trial a new way of marking and registering pedal cycles in an attempt to reduce theft in town centres and other hotspot areas. Please contact me if you require any further information regarding these free schemes or any crime prevention advice regarding cycle security.*

*During the evening of Sunday 28/09/14, a vehicle parked in Fletchers Croft car park was covered with baking flower, although there was no permanent damage sustained to the vehicle, it was a major inconvenience to the owners. This location is a regular patrol zone for local Wardens and Police Officers, we will continue to monitor the area with patrols. Small pouches have been found on the Memorial Playing Fields, these bags are believed to have contained drugs. CCTV is being viewed by the Neighbourhood Wardens and we continue to patrol the area.*

*Come and meet us.*

*Steyning Library, 10:00 – 11:00 05/11/2014*

Cllr Lloyd referred to 'baggies' that had been found on the MPF, CCTV has been viewed, although inconclusive, and advised that Wardens continue to patrol the area.

Cllr Bowell expressed concern that residents had filed reports with Police, but with a lack of response. Steyning residents expect more. He thanked the Neighbourhood Wardens.

## **7. NEIGHBOURHOOD PLAN UPDATE**

Cllr Muggeridge provided an update on progress of the Neighbourhood Plan Process. The interim Steering Group has met twice since the last Parish Council meeting. Parish Councillor members of the Steering Group are in place, many of the parish resident positions are still open. Initial funding has been received. The focus so far has been to set up the framework of the process, following best practice, and ensuring the involvement of local residents and that conclusions and recommendations are evidence based.

The NP will be a strategic planning document, providing clear guidance for Local Planning Authorities and developers in the future on what is and what is not required in our area. It will broadly designate land use and help protect those areas of the parishes that require protection.

Cllr Toomey advised that the recent Community Plan (drafted by the Steyning and District Partnership) would be complementary to the forthcoming Neighbourhood Plan and survey. The Community Plan had focussed on services to the community and social infrastructure. Cllr Rogers urged Councillors to engage younger members of the community in the process. Cllr Staines emphasised that public engagement was key to the success of the plan at the referendum stage. The Steering Group would be responsible to the Parish Council. Focus groups will gather information from members of the public.

## **8. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

Committee minutes and recommendations were received by Full Parish Council.

**8.1 Playing Fields** – Minutes of 30<sup>th</sup> September 2014. Cllr Ness-Collins reported on the Play Equipment Inspection Report, and advised that work is in hand. Revised Allotment Regulations had been agreed and were being circulated to plot holders. Cllr Staines **proposed, seconded** by Cllr Toms that the minutes be adopted.

**Agreed.**

**8.2 Planning** – Minutes of 16<sup>th</sup> September and 7<sup>th</sup> October 2014. Cllr Alexander reported that the Committee was concerned that neighbours were no longer notified of applications. The Parish Council were not consulted on an application in Tanyard Lane, regarding conversion of an existing building into flats, and associated lack of car parking spaces.

Cllr Toomey **proposed, seconded** by Cllr Ness-Collins that the minutes be adopted.  
**Agreed.**

**8.3 Highways and Lighting** – Minutes of 23<sup>rd</sup> September 2014. Cllr Alexander reported a discussion of possible provision of a urinal in the high street toilets. Costs and practicalities are being discussed. A dog fouling campaign has taken place and will report back to the next meeting. A proposal to extend the 30mph speed limit in Newham Lane, sweeping of Newham Lane, funding for works in Dog Lane, and a request for funding for Mouse Lane were all discussed.

Cllr Rogers requested that reference 4.2, Urinal project, should state that costs were being explored, and the Parish Council had only agreed to the principal, but not to the action of a urinal being provided. An addendum will be inserted.

Gravel at Newham Lane was discussed.

Cllr Lloyd **proposed, seconded** by Cllr Muggeridge that the minutes be adopted.  
**Agreed.**

- 8.4 Finance and Community** – Minutes of 7<sup>th</sup> October 2014. Cllr Lloyd reported that at the Playing Fields Committee meeting of 30<sup>th</sup> Sept quotes for replacement of fences at Abbey Road were considered, an agreement was made to visit the site. It was agreed by the Finance & Community Committee that work was required and that the lowest quote should be accepted. The Clerk had a meeting with the website designer to work towards improving access and function of the Parish Council website. A grant to the Royal British Legion was agreed. The current laptop and monitor to CCTV system needs replacing and committee members agreed a maximum of £750 to replace these items. The successful Isolation & Loneliness event was reported upon. Cllr Toms, Chairman of the Steyning Centre Management Group, reported that the table top sale not well attended, publicity will be improved and a concession given to stall holders next time. The Film evening had been a great success with 103 attending. Cllr Toms thanked the Deputy Clerk for selling tickets. The next film will be shown 5<sup>th</sup> November. Cllr Trundle **proposed, seconded** by Cllr Alexander that the minutes be adopted.  
**Agreed.**

## **9. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr Rogers reported that the Finance Committee of HDC had agreed to vacate Park North and move HDC offices to WSCC Hall North by June 2015. She confirmed that HDC were not joining with WSCC, but would receive a welcome capital receipt.

Cllr Rogers had attended an Alzheimers Soceity event to mark the launch towards a dementia friendly Horsham.

The HDC Planning Framework continues to be inspected, to be followed by a public enquiry.

Cllr Cockman expressed concern regarding development in Tanyard Lane and reminded Steyning Parish Councillors to seek the support of HDC Councillors on issues.

He spoke regarding a co-ordinated approach to road sweeping and gully clearing, and confirmed that he would work with officers at Horsham to co-ordinate actions.

Cllr Barling advised that Bramber street works were progressing quickly. The Walks For All project had commenced, underlay had been laid. The A283 underpass scheme will be completed shortly. The Traffic Regulation Order issue for Penns Court may have been solved. A meeting had taken place, with a Highway Engineer, proposers and objectors. WSCC Highways may have designed a scheme that can be agreed. Cllr Barling had met with Cali Sparkes, Community Officer WSCC, who will provide names of consultants for a Mouse Lane pond scheme. Church Street will be closed from 27<sup>th</sup> October for repairs and patching. County Hall North will welcome HDC offices, and could save WSCC residents £500,000 per annum. Cllr Barling was seeking traffic engineer support for the re-

design of the Horsham Road junction. The meeting of WSCC Full Council would take place 17<sup>th</sup> October and could be viewed in real-time on the WSCC webcast. The WSCC Scrutiny Committee may investigate proposals by the West Sussex Clinical Commissioning group. Cllr Barling confirmed that the new path will remain a footpath, closed to bicycles.

## **10. ITEMS FOR PRESS RELEASE**

There were none.

## **11. INFORMATION**

- 11.1** The Clerk reported that following installation of a new boiler in the Steyning Centre, an issue had arisen, in that the extractor fan over the gas cooker in Coombe Court kitchen, did not comply with the most recent regulation. Following discussion with the Parish Council insurance provider, an interim protocol had been put in place until urgent work can be undertaken to remedy the situation. Councillors received two quotes:

SK Services - £1858.00+VAT – to include additional works and parts that will ensure the PC comply with the new legislation that becomes effective in January 2015.

Warmzone - £1,200 - had not provided a quote for increased works and parts. Cllr Toms expressed concern that Warmzone had not provided a quote for the full works required in order to comply with 2015 legislation, although asked, and that SK Services provided greater peace of mind.

Cllr Toms **proposed, seconded** by Cllr Marshall that the works be undertaken by SK Services for work that will comply. Funds will be found from the Steyning Centre budget and reserves. **Agreed unanimously.**

- 11.2** Community Plan – Cllr Lloyd advised that following a survey to residents, a Community Plan had been produced. Recommendations are included. A booklet will be circulated following discussion by each Parish Council.
- 11.3** The Clerk advised that a letter of support had been received from a resident. A letter of thanks will be sent.
- 11.4** The Clerk advised that a grant of £765 had been awarded by the CLC to the Film Society. With an additional £500 contribution from the Film Society, the Parish Council will now purchase a water boiler for Coombe Court kitchen. Cllr Barling advised that grants of up to £2,500 were available to local groups. The Deputy Clerk will draft a letter to local groups. Cllr Barling will provide a link.
- 11.5** Cllr Bowell advised that it was Mrs Sue Booths last Parish Council meeting and on behalf of all residents and Councillors thanked her for everything she had done, and hoped that she would enjoy her retirement.

## **12. DATE OF NEXT MEETING: 7.30pm 10<sup>th</sup> November 2014**

The meeting closed at 8.57pm

Signed: ..... Date: 10<sup>th</sup> November 2014  
Chairman

Date of next meeting 10<sup>th</sup> November 2014

### **Actions**

#### **Following meeting of 13.10.14**

- 5.1** The Clerk reported that she had begun the process of requesting that Steyning Police Station be placed on the Community Asset Register held by HDC. **Ongoing.**
- 5.2** The Environment Agency had been contacted regarding the choked stream by The Star pub. Cllr Barling will contact the Environment Agency.
- 11.3** The Clerk advised that a letter of support had been received from a resident. A **letter of thanks** will be sent.
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