

Steyping Parish Council



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THE FULL PARISH COUNCIL MEETING MONDAY 12th October 2015 AT 7.30 PM THE STEYPING CENTRE

Present: Cllrs Bowel, Lloyd, Toomey, Trundle, Ness-Collins, Muncey, Willett, G Sullivan, Goldsmith, Northam, Syred and Picking.

In Attendance: Cllr Barling WSCC

Members of the public: 12

Deputy Clerk: Hazel Roxby

QUESTIONS FROM MEMBERS OF THE PUBLIC:

The Chairman read out the questions and replies from the meeting of 7th September

Q – Regarding the SWAB minutes of March 2015, residents' survey, the Steering Group, following a 1% response from those aged 16 – 24 years, believed that younger residents should be targeted in order to engage them with the process. At the Full Parish Council meeting of 13th April, Cllr. Muggridge confirmed that the Steering Group had concerns and would target younger people. In SWAB minutes of 17th June, it stated two young people worked to draft the survey, with help from Cllr Muggridge. It's important that young people are involved, but this evidence shows that the survey, up to the age of 25, came from the Steering Group.

A - That is an assumption, and it is incorrect. The youth survey was aimed at young people of secondary school age but also allowed any older siblings to respond as well should they choose to. In the event none did.

Q – Regarding the Youth Neighbourhood Survey, we know that more than 162 Grammar School pupils were sent and completed the youth survey by August 2015. With respect to the non-school 19 - 25 year old age group:

- How many people in this age group live in the four parishes? A- Information not available
- By what means were they all contacted? A- They were not contacted directly at all.
- How many responded to the survey? A- None

Q – Regarding the Neighbourhood Plan SWAB Payment of £800 to Action in Rural Sussex (AirS) Why did the SWAB Steering Committee state, via the SPC Parish Clerk, to the SPC Finance & Community Committee that Action in Rural Sussex were to be paid an extra £800 because AirS were unaware that a Strategic Environmental Assessment would be required when they had clearly known since Nuthurst in March 2014? Why were we misinformed or misled by the Steering Group?



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- A – We planned & budgeted for an SEA in the SWAB NP, which is a mandatory part of a plan like ours. Once scoped for the SWAB NP Area, we found an additional 2 days consultant work will be required costing £800, which is covered by the latest Locality grant.

Questions from public

- Q - Why did the youth survey include 19 – 25 year olds when it was known that they couldn't be contacted
- A - Cannot answer the question, it is for SWAB NP Group
- Q - Who is currently undertaking the preliminary evaluation of 18 possible housing sites.
- A - It is the Housing Focus Group within the SWAB NP.
- Q - None of these people have been identified, have they signed a Register of Members Interest. The details should be made public and placed on the website.
- A - The Chairman informed that it is his understanding that everyone involved in the Neighbourhood Plan has signed a Declaration of Interest. Can't answer whether the details are public or not. Unable to answer, will get back to you.
- Q - In January 2015 SWAB vision statement stated that developers and land owners will pitch their ideas at an open event to give the community a chance to give feedback, when is the public meeting to discuss the 18 current sites going to take place as residents want to have an input as soon as possible.
- A - The Neighbourhood Plan have said they will come to us when they have the information required. Will pass the questions to the SWAB NP.

Written Question

- Q - Is the Council currently or at any time in the past had any discussions regarding housing or any other development on the open space on Abbey Road? If so, what stage are those discussions and when will they be made public?
- A - There have been no discussions regarding housing for this area. There were considerations several years ago when the Parish Council were discussing all possible areas for a skate park, but this was dismissed as the area is a flood plain area. There have been discussions to have a pond in the area however this has also been dismissed.

Other written questions presented at the September meeting have received a written response.

The meeting was convened at 7.42pm

DRAFT MINUTES

Full/81.APOLOGIES FOR ABSENCE – apologies were received and accepted from Cllr Hanson, Muggridge and S Sullivan.

The Chairman asked that best wishes for a speedy recovery be passed on to Cllr S Sullivan.

Full/82.DECLARATIONS OF INTEREST AND DISPENSATIONS – Cllr Goldsmith and G Sullivan declared a personal interest to confidential item 15.2 as friends of the complainant .

Full/83.MINUTES OF THE PREVIOUS MEETING

83.1 Cllr Lloyd **proposed, seconded** by Cllr Toomey that the minutes of the meeting of 7th September 2015 be accepted as a true record. **Agreed.**



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Full/84. MATTERS ARISING AND ACTIONS – to confirm the matters arising and report actions from previous meetings.

84.1 The responses to questions from the previous meeting have been read out.

Full/85. POLICE and NEIGHBOURHOOD WARDEN REPORTS

85.1 Neighbourhood Warden's report – was circulated to all Cllrs prior to the meeting and is on SPC website. The Chairman commented that the increase in crime during the month is concerning.

It was queried if the Police were called to investigate these crimes or were the Wardens dealing with them.

Mike Pearce replied that the Police would have been informed and would have investigated the crimes, however residents do report and give information to the Wardens and they then pass it on to the Police.

It was noted that it is very useful to have the Police and Wardens working closely together in the area.

85.2 Police report - was circulated to Cllrs prior to the meeting.

85.3 New PCSO - Information has been received from Anika Clough, new PCSO for Steyning, Ashurst, Bramber Cowfold, Shermanbury and West Grinstead, Partridge Green & Dial Post. The previous PCSO has left to join the Police Service. The new PCSO has responsibility for a much larger area than the previous PCSO's have covered. It was noted that there are 9 PCSO's to cover 35 parishes.

85.4 Youth Worker report – It was noted that the management Group September meeting had been postponed. No report was due from Emma following her excellent presentation to the PC Meeting in August, there will be a report at the next meeting.

85.5 Report from Roger Potter of presentation on Neighbourhood Wardens and Police last week, by HDC and SSALC. HDC want other parishes in their area to have wardens and cluster with larger councils if need be to be able to do this. It has been suggested that there is a possibility of increasing responsibility for the wardens.

Interesting to note last week Essex CC's intent to do away with vast majority of PCSO's

Full/86. NEIGHBOURHOOD PLAN

Cllr Muggridge sent his apologies, unable to attend the meeting due to a family funeral.

86.1 The Chairman read Cllr Muggridge's update on progress.

- A briefing of SPC Councillors was held to address any questions or concerns they may have on the Neighbourhood Plan.

The topics discussed were:-

- How important is an NP; do we need one?
- What leverage would be gained
- Our Call for sites procedure
- Relevance & status of other local NPs
- Open/green spaces & Strategic Environmental Assessment
- Public consultations & timing
- Rural exception sites
- SDNP issues
- Youth survey; age range & process
- Affordable homes & their sustainability
- SWAB NP Financial position

This was followed by a vote of confidence in adequately addressing all issues raised, which was passed unanimously by attendees.

- The online multi parish Youth Survey designed by local young people has been completed. The data for the SWAB area has been analysed & reported by Youth Leader Emma Edwards & our young volunteers.
- The Stage One Report was approved by the NP SG at our late September meeting, and includes summaries of the community views from our residents survey on each of our Focus Group topics.
- The Housing Focus Group members have been working hard on the important & complex task of assessing our 22 potential development sites., against our site selection criteria. Volunteers have attended two 3hr meetings and will need one more meeting to complete this crucial task. The NP Steering group will confirm the assessments and select recommended sites for our plan. (Site locations continue to remain confidential

during this sensitive process to protect the sites from predatory developers. However they will all be reported publically in due course to give residents the opportunity to comment on this important element of our SWAB Pre-submission Plan & formal public consultation.)

- The Environment Focus Group have been busy refining their proposals for SWAB designated Green Spaces. Though the entire proposal has yet to be agreed, we can confirm that one site included is the Abbey Road green space.
- We are pleased to report that our latest NP grant application to the Locality fund has been approved, and will cover all currently anticipated costs.
- We currently plan another SWAB public meeting towards the end of the year to provide a full project update and Q & A session. We currently expect the referendum on the finalised Neighbourhood Plan to be in late Spring / early summer 2016, which will follow on after taking account of the 6 week of public consultation period.
- Residents can view our public documents, Steering Group meeting minutes, as well as periodic news updates on our website:- <http://www.swabneighbourhoodplan.org>
Several new more documents will be uploaded shortly once our 4 Parish Councils have officially received them.
- Our next steps include:-
 - Agreeing future new housing numbers for each parish from the various data sources available.
 - Seek additional information from landowners of the recommended key development sites.
 - Recommend selected potential development sites for SWAB Pre-submission Plan.
 - Meet SDNP & HDC representatives to discuss our development plans

86.2 Councillors received the SWAB Stage One Report / Survey Results / Youth Survey Results, prior to general Circulation, the documents will be published on the SWAB website once all 4 parishes have received them.

86.3 A succession plan for Steering Group member.

In view of the significant investment SPC Councillors have made in leading & contributing to the SWAB Neighbourhood Plan, and the complexity of the subject & processes involved, we feel it would be prudent to follow good business practice in agreeing a succession plan to ensure continuity of work and retention of key knowledge in the future.

It is therefore proposed that another volunteer SPC Councillor be selected to work alongside existing SPC representatives in SWAB, both to undertake some of the remaining research & workload, (particularly in Housing) and to become fully acquainted with the SWAB NP work and team members ahead of succeeding an existing SPC councillor on the NP Steering Group (timing to be agreed within SWAB)

This important role will require considerable work & commitment immediately, and we are pleased to report that Steve Northam has kindly volunteered to be considered for this position & succession plan. The Chairman asked if any other councillors wished to be considered for this position and there were no volunteers.

Cllr Howell **proposed, seconded** by Cllr Toomey that Cllr Northam be appointed to succeed Cllr Muggridge. **Agreed.**

Full/87. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS – to receive and adopt Committee Minutes and authorise expenditure for the previous period and to consider other matters in relation to Committees.

87.1 **Finance & Community Committee** - minutes of the meeting of 6th October 2015.

Cllr Lloyd summarised the business of the meeting.

The SAYS rebate will be allocated to General Reserves

Reina Alston presented to the committee on behalf of the Steyning & District Partnership concerning signs, it was agreed that District Cllrs Lloyd and Willett and County Councillor Barling will arrange a meeting with WSCC to discuss the situation.

Cllr Lloyd **proposed, seconded** by Cllr Willett that the minutes be accepted. **Agreed**



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87.2 Playing Fields Committee meeting – no meeting held in September 2015.

87.3 Planning Committee - minutes of the meeting of 15th September
Cllr Muncey summarised the business of the meeting
Enforcement action has been started for the bund on the Bostal Road and signage at the White Horse by Horsham District Council.
Cllr Muncey **proposed, seconded** by Cllr Toomey that the minutes be accepted. **Agreed**

Planning Committee - the minutes of the meeting of 6th October 2015.
Cllr Muncey summarised the business of the meeting
A response to the SDNPA Draft Local Plan has been produced.
It has been requested that the Parish Council be included in any further consultation concerning the future plans for Gatwick flight path changes.
Cllr Muncey **proposed, seconded** by Cllr Toomey that the minutes be accepted. **Agreed**
Cllr Muncey **proposed, seconded** by Cllr Goldsmith that the response to the SDNPA Draft plan be accepted. **Agreed.**

87.4 Highways & Lighting Committee – meeting postponed until 13th October 2015.
Cllr Muncey informed that the works for Mouse Lane has now been started, a new drainage pipe has been laid. Work has been halted at present due to investigations as the drainage pipes are not as expected. It was queried if this will incur extra costs, Cllr Muncey explained that the problem is Belfour Beatty's and should not fall to the Parish Council.

87.5 Steyning Centre Committee – to receive the minutes of the meeting of 15th September 2015.
Cllr Willett summarised the business of the meeting
Cllr Willett **proposed, seconded** by Cllr Syred that the minutes be accepted. **Agreed**

87.6 Working Practices Working Party recommendations
a) Councillors considered an SPC Equality Policy Statement.
Cllr Lloyd **proposed, seconded** by Cllr Syred that the document be adopted. **Agreed.**

b) Councillors considered an SPC Community Engagement Policy
Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that the document be adopted. **Agreed.**

c) Councillors considered an SPC Business Continuity Plan
Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that the document be adopted. **Agreed.**

d) Councillors considered an SPC Emergency Plan
Cllr Lloyd **proposed, seconded** by Cllr Steve that the document be adopted. **Agreed.**

e) Following the meeting of 15th June 2015, and consultation of WSCC, SDNPA and HDC, Councillors considered an SPC Business Plan.
Cllr Lloyd **proposed, seconded** by Cllr Northam that the document be adopted. **Agreed.**
The Chairman thanked everyone involved in the policy's for their hard work.

Full/88.REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

- 88.1** Cllr Lloyd (HDC) reported that the Horsham District Planning Framework has been concluded as a sound plan. Development will be in accordance with the settlement hierarchy which starts with Horsham and is followed by Southwater and then Billingshurst and some development in the villages which will be identified from the Neighbourhood Plans. The housing requirement for the plan period should be 16,000 dwellings at a rate of 800 per year. The process for adopting the plan will be on 19th November.
- 88.2** Cllr Willett (HDC) informed North Horsham Councillors are concerned for the amount of development in that area and may have thought they could fight the proposal however now that they are District Councillors it

becomes very difficult for them to oppose this.

88.3 Cllr Barling (WSSC) informed that sadly there had been a fatality on the Small Dole Road on Sunday 11th October involving a motorcyclist and car.

West Sussex Fire and Rescue service are recruiting for Retained Fire Fighters in many local areas. Interested persons need to be physically able and live within 4 minutes of their local Fire Station. There is an open day at Horsham Fire Station on Saturday 24th October 2015. It was noted that Steyning fire service looking to recruit as 4 existing firefighters have given intention to leave in the near future.

The Government has launched a consultation as to whether the Fire and Rescue Service should be transferred to the Police and Crime Commissioner. West Sussex Council will be debating this in the coming week and it is expected that their view will be that they wish to keep the service and not amalgamate it with the Police.

WSSC Highways had discussed the issue of stop signs being place at the mini roundabout in the High Street and have reported that national regulations prevent this from being possible. Cllr Barling will forward the response to Cllr Muncey. Cllr Barling suggested that the Highways Committee should correspond with the Highway Manager if there are any further concerns for this roundabout.

The new Highway Officers details have been given to the Clerk.

Steyning Cricket Club has been awarded £17,800 from the CLC grant for the club roof. The Club is consulting to change its name from Steyning Cricket and Social Club to Steyning Cricket and Community Club. Cllr Bowell asked Cllr Barling to follow up the white line that is awaited outside the Lych Gate at St Andrews Church.

Cllr Goldsmith asked if the pot holes in Bostal Road could be reported to the Highways engineer. Cllr Barling informed that a report has already been made.

It was queried if anything can be done about the motorbikes that race along the A283 - Cllr Barling suggested the council write to the Police and ask for speed checks to be carried out on the road.

A member of the public had requested permission to ask Cllr Barling a question – with the Chairman’s discretion this was agreed.

The Canons Way Junction and Horsham Road junction on the Steyning bypass are very dangerous, is there anything that can be done, also the vegetation needs to be cut back more.

Cllr Barling informed that he had hoped to be able to campaign for a roundabout at the Canons Way junction but this will not be possible as the available money has been set aside for improvements to the Horsham Road junction.

Full/89. REFUGEE SITUATION IN EUROPE

89.1 Following concerns raised by members of the public and groups within the Parish, Cllr Bowell informed that the Parish Council does not have any funds to be able to help with the refugee situation, however they would consider supporting local initiatives if appropriate .

89.2 Mrs Christine Aubrey informed the meeting that there will be a talk by Richard Williams, an independent consultant specialising in UK and EU refugee and migration policy, at St Andrews Church on 14th October at 7.30pm

89.3 Cllr Barling reported on Syrian Resettlement Programme and informed that there is a document from the home office which will be placed on the website. He gave a plea for persons who would be willing to get involved in fostering to contact WSSC. Foster homes for the refugee children are desperately needed.

Full/90. REPORTS FROM OUTSIDE BODIES

90.1 Joint Parishes Burial Board – No Meeting held.

90.2 SAYS - No report at present. It was queried if there will be a councillors working party meeting to discuss budget requirements for Horsham Matters and Says. Cllr Bowell informed that budget information is required from the Trustees before a working party can be arranged.

90.3 HALC - Cllr Toomey which will be attached to the minutes.

He informed there will be a HALC Conference held on 31st October at Southwater Leisure Centre from 9.30am – 1.30pm.



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Full/91. ITEMS FOR PRESS RELEASE

There were no items for this meeting.

Full/92. INFORMATION – to report on any information items.

- 92.1 HDC Piazza Italia event March 2016. V&T may participate.
- 92.2 WSCC information regarding CIL Contributions (circulated to Cllrs 23.09.15).
- 92.3 WSCC Policy Team update (circulated to Cllr 28.09.15).
- 92.4 SDNPA Publication 'Roads in the South Downs' (circulated all Councillors 01.10.15)
- 92.5 Tony Steer – Chair Bolney PC, Cllr Howell will arrange a working party meeting to discuss the Community Payback initiative and any other initiatives that they are working on at present .
- 92.6 There have been some queries from the public concerning "Secret Meetings" amid at the Neighbourhood plan. There has also been a paragraph statement sent to the press, a response from Cllr Muggridge will be published with the statement. The same response will be sent to in answer to any other queries that are received
- 92.7 Thanks were given to Martin Leigh Pollitt and Reina Alston for all their efforts during Food & Drink Festival, which as a huge success.
- 92.8 Thanks were given to those councillors who did litter pick in MPF. It shows great community spirit.
- 92.9 Steyning Football Club are doing very well in the FA Vase competition, they have drawn to play Horsham FC at home on 31st Oct.
- 92.10 There has been no update on the last meeting held to discuss the Police Station. There were no members of SPC present at the meeting. Cllrs Howell and Barling will investigate the present situation.

Full/93. CORRESPONDENCE –.

- 93.1 Email from SALC informing of the meeting a with the Sussex chief constable in November and requesting any issues that parish wish to discuss be forwarded to them.

Full/94. MEETING DATES

- 94.1 Date of next Full Parish Council Meeting – Monday 9th November 2015.

Full/95. CONFIDENTIAL

- 95.1 Councillors to consider and agree nominations for Chairman's Millennium Award, following recommendation by F&C Committee.
Since members of the public were to be discussed, the Chairman **proposed** that under Standing Orders 3 e) this item is discussed confidentially. **Seconded** by Cllr Lloyd. **Agreed.**
Councillors referred to the criteria and discussed the recommendations. Cllr Howell **proposed, seconded** by Cllr Goldsmith that 3 persons/groups will be awarded. **Agreed.**
- 95.2 Cllr Lloyd provided an update regarding legal action against Steyning Parish Council & the Information Commissioner's Office, by a member of the public.
Under Standing Orders 3 e) the Chairman **proposed** that the discussion be held in confidence, **seconded** by Cllr Lloyd. **Agreed.**

Following a long discussion the councillors agreed a way forward.

The meeting closed at 9.55pm

Signed: Date: 9th November 2015
Chairman



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Actions

Respond to questions from the floor and written question.

85.3 PCSO details on website

87.4 Send response to SDNPA re draft plan

88.3 Council write to WSCC re concerns of motor bike speed on A283

92.5 Invite Tony Steer to working party

92.10 Investigate present situation re Police Station



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