

# Steyning Parish Council



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## FULL PARISH COUNCIL MEETING MONDAY 8<sup>th</sup> February 2016 AT 7.30 PM IN THE STEYNING CENTRE

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

**Also in attendance:** Cllr David Barling (WSCC)

**Members of the public:** 38 including two Neighbourhood Wardens.

**Clerk:** Rebecca Luckin

### QUESTIONS FROM MEMBERS OF THE PUBLIC:

1. Q – Regarding Playing Field reference 7.1a) mobile skate park, the skate boarders need to be skating once a week, it seems silly to identify the MPF as a suitable location, the vehicle will not be able to access the land all year round, perhaps another location should be considered? Reference 7.1b) there is nothing against this proposal being put forward again, why can't the Neighbourhood Plan include a skate park, the land at the Leisure Centre is suitable, in the NP, WSCC has allocated the land for 4 houses, they should allow a skate park. There are hundreds of opponents regarding the MPF, the Parish Council should take a neutral view. Will the Parish Council fund a group of independent people who want a skate park, they don't fund other groups?

A – agenda item.
2. Q – Steyning Showcase was excellent, but clearly missing any youth provision, nobody attending between the ages of 11 – 25. Perhaps a youth showcase could take place on alternate years?

A – Could be a possibility next year.
3. Q – Regarding the Neighbourhood Plan, now that SWAB has received over 120 objections regarding Sweetlands Field, can the council confirm that the proposal will not be included in the draft plan?

A – The matter cannot be confirmed by SPC, it is the SWAB Steering Group who will select the sites and make adjustments based on feedback. All views will be respected and taken into consideration.

**The meeting was convened at 19.35pm**

### DRAFT MINUTES

**FUL/15/143. APOLOGIES FOR ABSENCE** – were received and accepted from Cllr Bowell.

### FUL/15/144. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 144.1** Cllrs G Sullivan, S Sullivan and Goldsmith declared a personal interest with regard to items 7.1 a) and b).  
Cllr Muncey declared a personal interest in Village Green items.



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**144.2** Councillors noted Dispensations for Cllrs Syred and Muggridge regarding SAYS matters.

#### **FUL/15/145. MINUTES OF THE PREVIOUS MEETING**

**145.1** Councillors noted that minute reference 130.04 should have noted the date of the Steyning Centre Committee meeting as 15.12.15. Subject to the amendment, Cllr Lloyd **proposed, seconded** by Cllr Muncey that the minutes of the Full Council meeting of 11<sup>th</sup> January 2016 be accepted as a true record. **Agreed.**

**145.2** Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that the minutes of the Extraordinary meeting of 20<sup>th</sup> January 2016 be accepted as a true record. **Agreed.**

**FUL/15/146. MATTERS ARISING AND ACTIONS** – none for this meeting.

#### **FUL/15/147. NEIGHBOURHOOD WARDEN REPORT**

**147.1** Neighbourhood Warden's report. Councillors noted the report and thanked Wardens for attending the meeting.

#### **FUL/15/148. NEIGHBOURHOOD PLAN**

**148.1** Cllr Muggridge provided an update on progress. HDC had advised that funding, previously offered, may be withdrawn. Currently SWAB is left with a significant funding shortfall. The Steering Group made final site recommendations prior to Public Consultation events, which were attended by approx. 750 residents. Members of the public were broadly supportive of the proposed sites and plan, with 'Yes' votes outnumbering 'No' votes by two to one. Residents were also able to submit more detailed comments on particular sites. Analysis of responses will be undertaken, and comments noted, in due course. The Public Consultation events were an aid to drafting the pre-submission plan, but were not part of the formal representation process. Residents have a six week period in which to make formal representation. The SWAB Steering Group expressed their thanks to those who attended. Green Space and Site Proposal documents are available on the website. SWAB appreciate that some sites were contentious and note that campaigns have emerged. SWAB will work with landowners to develop a vision for potential sites, noting comments provided, and mitigating concerns, where possible. A summary of the local housing challenge was provided at the Public Consultation events and is available on the SWAB website. Cllr Muggridge reminded Councillors and residents that the Neighbourhood Plan is not about preserving the status quo, for those who would prefer no development at all. The Plan is about balancing competing views and needs. The SWAB NDP website is the only official, authoritative source for SWAB documents and information. Following Public Consultation events, two further landowners have indicated that they may be able to offer two further sites. Date of the next SWAB meeting - 10.02.16.

Cllr Muggridge confirmed that a previously agreed succession plan would be implemented and that Cllr Steve Northam would take over as a Steyning Steering Group member, with the support of Cllr Muggridge in the short term. From 11.02.16 the Steyning representatives on the Steering Group are Cllr Hanson, Cllr Northam, Mrs Pam Parkes and Mrs Sally Johnstone.

#### **FUL/15/149. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

**149.1** **Playing Fields Committee meeting** –26<sup>th</sup> January 2016. Cllr Ness-Collins summarised the meeting.

**a)** At their meeting, Committee members noted a request by Horsham Matters, that SPC agree in principle, for the MPF to be used as a venue for the siting of a mobile skate park facility. Committee agreed to make recommendation to Full Council, that the MPF being used as a venue.

Cllr Ness-Collins **proposed, seconded** by Cllr Northam that the recommendation be agreed, but with reservations if permission causes any issues. To be monitored by SPC and supervised by Horsham Matters. **Agreed. Three abstentions.** Clerk will check with SPC insurance provider to confirm whose liability it would be should an accident occur. Risk Assessment to be provided by Horsham Matters.



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b) Committee members noted requests, and also letters of opposition, regarding a previous proposal for a permanent skate facility on the MPF. Committee agreed that the matter should be considered and agreed by Full Council. Councillors noted a recent press report on the matter, that had not been sanctioned by the Parish Council. Councillors discussed the proposal at length.  
Cllr Ness-Collins **proposed**, that 'Full Council defer any final decisions'.  
Cllr Toomey **proposed an amendment** 'that Council make preparations for re-submitting a planning proposal'. There was no seconder for the proposal.  
Cllr Goldsmith **proposed to** – 'Knock it on the head, once and for all. Not to move forward'.  
Cllr Muncey – **proposed an amendment**, 'I would like the Council to move forward by forming a Working Party to discuss the skate park, but with another venue be considered, and exclude the MPF, **seconded** by Cllr Goldsmith. 5 voted in favour, 7 against, 2 abstained. **Motion not carried.**  
Cllr Northam **proposed an amendment** 'that Council move forward to investigate a permanent skate park proposal, mindful of potential legal challenges, and form a Working Party to take the matter forward'.  
**Seconded** by Cllr Nick Muggridge. **8 in favour, 4 against, 1 abstained. Agreed.**

c) Committee members noted an application to register Abbey Road Open Space as a Village Green and agreed no objection. Councillors noted information provided by a member of the public indicating that the land had not been available for 20 years, which was the basis for the application.  
Cllr Ness-Collins **proposed, seconded** by Cllr G Sullivan that the recommendation of **no objection** be accepted. 7 in favour, 7 abstentions. **Agreed.**

Cllr Ness-Collins **proposed, seconded** by Cllr Goldsmith that the Playing Field minutes of the meeting of 26<sup>th</sup> January 2016 be accepted. **Agreed.**

**149.2 Planning Committee** – Councillors received the minutes and recommendations of the meetings of 19<sup>th</sup> January and 2<sup>nd</sup> February 2016. Cllr Muncey summarised the meeting and advised of a working party meeting with the Tennis Club regarding an improvement to facilities, including a toilet that would be open to other users of the MPF.  
Cllr Muncey **proposed, seconded** by Cllr Muggridge that the minutes be accepted. **Agreed.**

**Cllr Trundle left the meeting at 9.00pm**

**149.3 Highways & Lighting Committee** – Councillors received the minutes and recommendations of the meeting of 19<sup>th</sup> January 2016. Cllr Muncey summarised the meeting and noted a meeting with WSCC Highways Staff regarding devolved highways works.  
Cllr Muncey **proposed, seconded** by Cllr S Sullivan that the minutes be accepted. **Agreed.**

**149.4 Steyning Centre Committee** – no meeting held.

**149.5 Finance & Community Committee** – Councillors received the minutes and recommendations of the meeting of 2<sup>nd</sup> February 2016. Cllr Lloyd summarised the meeting, including signing of the Neighbourhood Wardens Agreement. It was also noted that the Clerk had tendered her resignation and that the recruitment process would commence.  
Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that the F&C minutes be accepted. **Agreed.**

#### **FUL/15/150. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

- 150.1** Cllr Lloyd (HDC) reported that Director of Corporate Resources had left HDC to join WSCC.  
**150.2** Cllr Willett (HDC) reported that rural car parking arrangements are currently unaffected by changes to charges in the Horsham area.  
**150.3** Cllr Barling (WSCC) reported that WSSC had increased their budget by 3.75% for adult and social care. A disabled access gate on the MPF was provided by WSCC volunteers. With regard to Fire & Police services, Steyning has a new fire engine. The Police Commissioner has confirmed that no rural police stations will be



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closed unless there is an alternative. WSCC is organising a conference regarding 'scams' and will meet with Police and Trading Standards representatives. Single white lines have been provided in the lower High St to prevent obstructive parking.

#### **FUL/15/151. REPORTS FROM OUTSIDE BODIES**

- 151.1 Joint Parishes Burial Board – no meeting held.
- 151.2 SAYS - next Trustees meeting 12<sup>th</sup> February 2016.
- 151.3 HALC – meeting held 28.01.16. Report provided by Cllr Toomey and appended to F&C minutes of 02.02.16.

#### **FUL/15/152. ITEMS FOR PRESS RELEASE**

The Deputy Clerk will draft a press release, regarding a recent successful Showcase Event, subject to approval by the Chairman.

#### **FUL/15/153. INFORMATION – to report on any information items.**

- 153.1 Steyning Library celebration – Councillors invited.
- 153.2 NALC – information on Queen's birthday celebration, invitation to light a beacon.
- 153.3 HDC Older Peoples Forum – 04.03.16.
- 153.4 WSCC - opportunity to comment on improvements to the walking and cycling network in West Sussex.
- 153.5 NALC – email regarding process of appointment of External Auditor.
- 153.6 Councillors noted that the Showcase event had been successful and expressed thanks to the Deputy Clerk.

#### **FUL/15/154. CORRESPONDENCE – to note items of correspondence.**

- 154.1 Councillors noted a response to Chairman's letter to HSBC Bank.
- 154.2 Councillors noted a response to Chairman's letter to Lloyds Bank.
- 154.3 Late item - Councillors noted a letter from a member of the public regarding the siting of mobile goal posts on the MPF.
- 154.4 Late item - Councillors noted an email from a member of the public regarding item 7.1 b).

#### **FUL/15/155 MEETING DATES**

- 155.1 **Date of Annual Parish Meeting – Monday 7<sup>th</sup> March 2016, HDC CEO Tom Crowley to attend as guest speaker.**

#### **FUL/15/156. CONFIDENTIAL ITEM**

- 156.1 Due to the nature of the discussions, the Chairman **proposed** that the remainder of the meeting be held in confidence, under Standing Order 3 e). **Seconded** by Cllr Hanson. **Agreed.**

#### **Members of the public left the meeting.**

- 156.1 Councillors noted an email of concern received from a member of the public, regarding correspondence circulated by a Councillor. Councillors noted that the member of the public had made contact with a solicitor, and that there might be a potential for litigation. Cllr Lloyd **proposed** that, in the first instance, the email trail be provided to the Monitoring Officer, Paul Cummins, HDC Head of Legal. Subject to his response, it may be that Council's advice should be sought on how the council should proceed with the complex and sensitive matter, in view of the potential for litigation. The Council should seek advice as to whether remarks made by Councillors are attributable to the Council as a body or to individual Councillors, and ask if he can see a way to solving the matter through mediation. (If the Monitoring Officer advises that it is not a Council matter, SPC may still need to seek advice, since there may be action by a member of the public). **Seconded** by Cllr Syred. **Agreed unanimously.**

Cllr Lloyd **proposed**, that should the Monitoring Officer advise that the he will not give his opinion, then the Council should seek Council's advice, to a maximum budget of £2,000. **Seconded** by Cllr Syred. 7 in favour, 5 abstentions. **Agreed.**



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**156.2** Staffing matters. Councillors received a report and considered a course of action.

Cllr Muncey **proposed**, that a Working Party meeting be set up to discuss how improvements could be made, prior to the recruitment of another Clerk, and also discuss the finding of a recent report, **seconded** by Cllr Ness-Collins. **Unanimously Agreed.**

The meeting closed at 10.00pm

Signed: ..... Date: 7<sup>th</sup> March 2016  
Chairman

**Action list Full Council 08.02.16**

**149.1**

- a) Clerk will check with SPC insurance provider to confirm whose liability it would be should an accident occur. Risk Assessment to be provided by Horsham Matters.
- b) Organise Working Party to discuss skate park options.
- c) Abbey Road Open Space Village Green application. Advise no objection.

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*Email trail and covering letter provided to Mr Paul Cummins – 09.02.16*

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