

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
West Sussex, BN44 3XZ

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)  
[www.thesteyningcentre.co.uk](http://www.thesteyningcentre.co.uk)

Telephone: 01903 812042

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## FULL PARISH COUNCIL MEETING MONDAY 11<sup>th</sup> April 2016 AT 7.30 PM IN THE STEYNING CENTRE

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

**Members of the public:** 16 including Neighbourhood Wardens.

**Clerk:** Rebecca Luckin

### QUESTIONS FROM MEMBERS OF THE PUBLIC:

1. Q – With reference to the Playing Field minutes, item 77.1, regarding the Chandler's Way goal posts removal and intention to replace at MPF, what concerns me is that the minutes say those goal posts will be put on wheels, although the committee had received advice from Steyning Strikers that it should not be put on wheels. Perhaps the goal post could be dug into the ground and moved on a regular basis?

A – There is a lot of concern within the Council regarding the goals and we will deal with it quickly and take your comments on board.
2. Q – Regarding the Sweetland site within the Neighbourhood Plan, now that 525 residents have called for local green space designation, plus letters from national and local organisations, will the Council confirm that the area will be designated as a local green space? If not, how is it possible to ignore the wishes of so many Steyning residents?

A – SWAB is a group of very committed individuals who are looking into comments that were received after the Public Consultation events. The Housing Focus Group are taking comments on board and will incorporate any amendments as necessary, prior to the plan going to public referendum. It is not appropriate to pre-empt anything they do, regardless of how many people have offered their comments, but instead due process should be observed. We should allow them to finish the process and not pre-empt the outcome.

A – I don't wish to pre-empt the outcome, the evidence is there.

A – SWAB Steering Group will complete the process. Your comments have been circulated and read by Councillors.
3. Q – Regarding the Neighbourhood Plan, it is supposed to be a community led project, there are only 10 volunteers involved at the moment. How is it that the field to the south of Mouse Lane, that also lies within the SDNP is to be given category A green space protection from housing development, when the Chairman states in the SWAB newsletter states that it will not be allowed?



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

Email: [spcclerk@btconnect.com](mailto:spcclerk@btconnect.com)  
Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)

- A – Will get back to you, when the SWAB Chairman has been consulted.
4. Q – In the past SPC has chosen not to be a Town Council. We have had several requests from French towns to be twinned, but SPC does not have the budget to get involved. Could I ask that at item 12.5 you take into consideration my comments?
5. Q – I address this to Cllr Goldsmith, when you will stop ‘bad mouthing’ me around the town?  
A – I will stop you there, we will deal with the matter outside of the Council meeting.  
Q – I don’t want to take it further because this Parish Council has had enough to deal with, but this cannot continue.

**The meeting was convened at 7.44pm**

## **DRAFT MINUTES**

**FULL/15/157. APOLOGIES FOR ABSENCE** – Apologies were received and accepted from Cllr David Barling (WSCC), and from Cllr Trundle.

### **FULL/15/158. DECLARATIONS OF INTEREST AND DISPENSATIONS**

**158.1** There were no declarations of interest for this meeting.

**158.2** Councillors noted dispensations for Cllrs Bowell, Syred and Muggridge regarding SAYS matters.

### **FULL/15/159. MINUTES OF THE PREVIOUS MEETING**

**159.1** Cllr Bowell **proposed, seconded** by Cllr Northam that the minutes of the Full Council meeting of 8<sup>th</sup> February 2016 be accepted as a true record and duly signed (subject to correction of typos). **Agreed.**

**159.2** Cllr **proposed, seconded** by Cllr that the minutes of the Extraordinary meeting of 9<sup>th</sup> March 2016 be accepted as a true record and duly signed. Cllr Willet expressed concern regarding the wording and requested that the acceptance of the minutes be considered and agreed in confidential session. Item deferred to the end of the meeting.

**FULL/15/160. MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from previous meetings.

**160.1 (FULL/16/149.1 b)** Skate facility Working Party meeting – date set – 12.04.16.

### **FULL/15/161. NEIGHBOURHOOD WARDEN REPORT**

**161.1** Neighbourhood Warden’s report circulated at the meeting and available on the Parish Council website. Councillors noted recently burglaries and a ‘rave’ held in the parish, which was dealt with by Wardens and the Police. Parents of the young people involved in the ‘rave’ have been contacted.

### **FULL/15/162. NEIGHBOURHOOD PLAN**

**162.1** Cllr Northam reported on the progress of the NDP. (Report attached to minutes, see appendix one) He also confirmed that approximately 80 local residents and volunteers were included in the process of drafting the plan and that the recruitment list had been open throughout. The Housing Focus Group has 14 members and the Steering Group has 16 members, two Parish Councillors and two representatives from each Parish. Housing numbers are being discussed in consultation with landowners, to understand their vision. Low density housing is desired. During the referendum it is essential that members of the public respond to the entire plan in general, rather than to one site in particular. The pre-submission draft is the first draft of the plan and following public consultation, it may be amended before being placed before the Examiner. The percentage of affordable housing will be identified, following evidence provided in the Housing Need Survey.

**FULL/15/163. 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.

**163.1 Playing Fields Committee meeting** – 15<sup>th</sup> March 2016.

The minutes and recommendations were taken as read. Cllr Ness-Collins **proposed, seconded** by Cllr Syred that the minutes and Committee recommendations be accepted. **Agreed.**

**163.2 Planning Committee** - to receive the minutes and recommendations of the meetings of 16<sup>th</sup> February, 1<sup>st</sup> and 15<sup>th</sup> March and 5<sup>th</sup> April 2016.

Cllr Muncey summarised the meetings. The Planning Committee has alerted the Enforcement Officer to several unauthorised developments. A letter has been delivered to households within the the Conservation Area document and the views of members of the public will be noted. The WSCC Waste & Minerals Plan is being monitored with particular regard to Hammes Farm on the A283, Washington Road, Steyning. Cllr Muncey **proposed, seconded** by Cllr Hanson that the minutes and Committee recommendations be accepted. **Agreed.**

**163.3 Highways & Lighting Committee** – to receive the minutes and recommendations of the meeting of 21<sup>st</sup> March 2016.

Cllr Muncey summarised the meeting. Cllr Muncey **proposed, seconded** by Cllr G Sullivan that the minutes and Committee recommendations be accepted. **Agreed.**

**163.4 Steyning Centre Committee** – 16<sup>th</sup> February and 22<sup>nd</sup> March 2016.

Cllr Willett summarised the meeting. Cllr Willett **proposed, seconded** by Cllr Northam that the minutes and Committee recommendations be accepted. **Agreed.**

**163.5 Finance & Community Committee** - to receive the minutes and recommendations of the meeting of 1<sup>st</sup> March and 5<sup>th</sup> April 2016.

Cllr Lloyd summarised the meetings and advised that the following items had been recommended to Full Council for approval:

- a) Following clarification from the Internal Auditor, Councillors considered the Income & Expenditure Report for March 2016 and the F&C minutes. Cllr Lloyd **proposed, seconded** by Cllr Willett that the I&E Report be accepted. **Agreed.**
- b) Councillors considered an F&C recommendation that Committee budget surpluses be carried forward to next financial year and placed in General Reserve, rather than earmarked for use by Committees. Cllr Lloyd **proposed, seconded** by Cllr Northam that any unspent funds from Committees (excepting accruals for the period) be placed in SPC General Reserve. **Agreed.** 1 abstention.

Cllr Lloyd **proposed, seconded** by Cllr Bowell that the minutes of the meeting of F&C Committee 1<sup>st</sup> March 2016, be accepted. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr Willett that the minutes of the meeting of F&C Committee 5<sup>th</sup> April 2016, be accepted. **Agreed.**

**FULL/15/164. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

**164.1** Cllr Lloyd (HDC) reported that he had been looking at ambulance response times as part of his work on the HDC Health Committee, since there are concerns in the district. A planning application for mineral extraction at Hammes Farm will generate significant traffic movements and Cllr Lloyd urged Councillors to note the application.

**164.2** Cllr Willett (HDC) reported that HDC is reviewing charging for rural car parks, which may include those in Steyning. Cllr Willett expressed concern regarding the response times of the HDC, Enforcement Officer. Clare Mangan, Economic Development Officer for HDC attended a meeting with representatives of the

Chamber of Trade, Community Partnership and SPC to discuss the support that HDC can provide to High St retailers in Steyning.

**164.3** Cllr Barling (WSCC) unable to attend the meeting.

#### **FULL/15/165. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES AND OTHER MEETINGS**

**165.1** Joint Parishes Burial Board – no meeting held.

**165.2** SAYS – Councillors noted a Management Committee report provided by Cllr Syred (circulated to Cllrs 08.04.16). A one year contract between SAYS and Horsham Matters has been signed by Trustees and will be paid by SAYS. Discussions will take place regarding the future arrangements, prior to the SPC budget being drafted. The Management Committee continue to explore sites for use by the mobile skate facility. Volunteers are always required by the Youth Service.

**165.3** HALC – date of the next meeting – 25.04.16, Barns Green VH 7.30pm (SHELAA to be discussed).

**FULL/15/166. ITEMS FOR PRESS RELEASE** – none for this meeting.

**FULL/15/167. INFORMATION** – none for this meeting.

**167.1** Cllr Bowell noted that there were currently eight vacancies for retained firemen in Steyning town.

#### **FULL/15/168. CORRESPONDENCE**

**168.1** Councillors noted an item of correspondence from a member of the public regarding SWAB.

**168.2** Invitation to HDC Safety Training Session.

**168.3** Notification of SDNPA CIL Draft Plan.

**168.4** Invitation from NHS Western Hospitals Trust for a Councillor to become a member. NHS also looking for a member of the public representative.

**168.5** Invitation from Mayor of Quincy, France, regarding town twinning project. Item to be placed on the next agenda.

**168.6** Late item – invitation from SDNPA to join workshop event.

**168.7** Late item – email from a member of the public regarding SWAB.

**168.8** Late item – SALC information regarding hustings for candidates for new Police & Crime Commissioner.

**168.9** Late item – Greg Charman, Community Safety Manager, HDC email regarding WSCC Safer Communities Counter Terrorism Workshops to be held 22<sup>nd</sup> April and 9<sup>th</sup> June, Drill Hall, Denne Road, Horsham.

**FULL/15/169. DATE OF NEXT MEETING:** 9<sup>th</sup> May – ANNUAL PARISH COUNCIL MEETING

#### **FULL/15/170. CONFIDENTIAL ITEM - STAFFING MATTERS**

Due to the nature of the items, the Chairman **proposed** that under section 3 e) of Steyning Parish Council Standing Orders, the meeting will be discussed in confidential session. **Seconded** by Cllr Muncey. **Agreed.**

#### **Members of the public left the meeting at 21.15pm**

**170.1** Councillors considered the appointment of Carol Stephenson as Clerk. Carol would be able to commence employment on 09.05.16, on a contract of 30 hours per week. A six month probationary period will be observed, with arrangements to monitor and assist the new Clerk in settling into her role. Councillors requested that a copy of the employment contract be circulated to Councillors. Cllr Lloyd **proposed, seconded** by Cllr Muncey that Carol Stephenson be appointed, to the role of Clerk, on a contract of 30 hours per week. **Agreed.**

**170.2** Councillors considered the addition of the new Clerk as signatory to Parish Council bank account. Cllr Lloyd **proposed** that from 09.05.16, bank account signatories should be Mrs Carol Stephenson (Clerk), and Cllrs Lloyd, Bowell, Ness-Collins, Toomey, Muggridge, Muncey and Willett. **Seconded** by Cllr Willett **Agreed.**



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Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)

**170.3** Councillors considered the addition of the new Clerk to the membership of the LGPS.  
Cllr Lloyd **proposed, seconded** by Cllr Muncey that the new Clerk be added to the scheme. **Agreed.**

**170.4 Minutes of the Extraordinary Meeting 09.03.16**

Councillors discussed amendments to the minutes. The Clerk will amend the minutes and re-circulate, prior to them being placed on the next Agenda for agreement.

**The meeting closed at 21.42pm**

Signed: ..... Date: 9<sup>th</sup> May 2016

Chairman

**Action list Full Council 11.04.16**

**3.** Q –How is it that the field to the south of Mouse Lane, that also lies within the SDNP is to be given category A green space protection from housing development, when the Chairman states in the SWAB newsletter states that it will not be allowed?

A – Will get back to you, when the SWAB Chairman has been consulted. (Question sent to SWAB Chairman 12.04.16)

**170.4 Minutes of the Extraordinary Meeting 09.03.16**

Councillors discussed amendments to the minutes. The Clerk will amend the minutes and re-circulate, prior to them being placed on the next Agenda for agreement. (Minutes amended and re-circulated to Councillors 13.04.16)

Appendix one



**SWAB Neighbourhood Plan**

Monthly Report to Steyning Parish Council 11th April 2016

**Headlines**

- Meetings with landowners have been progressing.
- Work has started on populating the pre-sub document with site-specific information.
- The NP team have been able to accommodate some of the feedback received as a result of the January drop-in events.
- There is widely publicised opposition to the inclusion of the Sweetland site for housing development.

**Local Green Spaces**

Following the January events and the feedback received, the following additions and amendments have been made to the LGS Report:

- **Clays Field, Bramber** – The team have agreed that there is a need for this important green area to be protected, and although it was omitted from our original recommendations, it is now included as a Category A site.



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Email: spcclerk@btconnect.com  
Email: steyningcentre@btconnect.com

- **Memorial Playing Field** – This is an important green space for Steyning and should never be considered for housing, however it already enjoys a high level of protection as a Village Green and should not therefore be included as a Category A site. However, the Neighbourhood Plan will strongly recommend that should this Village Green status is ever be removed, the land would then be reviewed and designated as a Local Green Space.
- **The Allotments in Steyning** – Both areas of allotments are owned by the Parish Council and are within the South Downs National Park (SDNP) and are therefore deemed to be adequately protected.

## Housing sites

Members of the Housing Focus Group (HFG) and the Steering Group have been meeting with landowners to better understand their ideas in respect of their sites and to develop a shared vision that meets the needs of the Neighbourhood Plan for inclusion in the Pre-Sub document.

The situation in respect of some of our key NP sites are as follows:

- **Sweetland, Newham Lane, Steyning** – There is of course a widely publicised campaign against the inclusion of the Sweetland site, and this is entirely understandable on the part of many residents living near the site. We have taken concerns of this group into consideration in discussions with landowners and it is likely that the proposed development of this site will be sensitive to these concerns and include a significant area of undeveloped green space. The site scored well against our site assessment criteria for housing development, and is important for providing the much needed future housing for local people, so it remains in the draft plan. There was some unfortunate confusion at the Drop-in events as a result of the selection of this site as Category B Local Green Space by the Environmental Focus Group (EFG), due to a miscommunication between the EFG and HFG. Nevertheless, Category B by definition applies to those green spaces that do not clearly meet the criteria, and the EFG selection in no way impacts the positive site assessment for housing development, which had already been agreed by the SWAB Steering Group.
- **Bayards Field, Horsham Road, Steyning** – This land is owned by the Wiston Estate and we are working with them to agree a mix of uses for the site to benefit our whole community. It is unlikely that the entire site will be recommended for development and the remaining area will provide green space. This is a very important site for the Neighbourhood Plan due to its proximity to Steyning High Street, although access to the site for pedestrians and vehicles must be considered carefully.
- **Sites in Wiston** – The site adjacent to the Recreation Field (site 19 on our assessments) is now the most favoured site. It is recommended that between 6 and 8 houses be built on only part of the site with the remainder being kept as a recreation field and football pitch. This is also an ideal site for a new Village Hall in the future.
- **Maudlyn Farm, Bramber** – This area of land was split into three areas for our assessment, with only the field on the west end being recommended. We have had further discussions with the landowners and this area of the site has been reduced further to only the North West corner, adjacent to existing housing and the built-up area. Only around 6-10 small houses are recommended, preferably affordable or low cost market housing. The access is likely to be near the farm buildings.
- **Gatewick Farm, Steyning** – We were not able to recommend this site within the Neighbourhood Plan as it was offered only as a single undivided site and therefore was seen as too large. However, we have spoken to the landowner again and are now assessing a site of around 5 acres to the western side of the Farm. This is adjacent to the A283 but access to the site will need further consideration. It is outside of the SDNP and does not directly abut the Steyning built-up area, however if agreed, it could provide a mix of open-market housing and affordable homes, although the distance from the town centre and the need for pedestrian access across the A283 will be barriers to some types of development.

## Next steps

The team is currently working closely with our consultants on the production of the Pre-submission Neighbourhood Plan document which we hope could be completed in 4 to 6 weeks. After that there will be a statutory six week Public Consultation (although the timing of this will be decided by HDC).

## Summary

The development of the SWAB Neighbourhood Plan continues under the oversight of our consultants, who are satisfied with the process we are following, and the progress being made, although we had hoped to be further ahead at this stage.

Opposition from local residents living near proposed development sites is entirely understandable, however it is important to remember that we are charged with delivering a plan for the benefit of the entire community. In an area that is restricted by the SDNP on one side and the Adur flood plain on the other, it would be impossible to deliver against the stated Neighbourhood Plan vision without drawing opposition from those residents living near or adjacent to some of the proposed development sites. We should remember though, that many of the houses in which we are now living in our community are sited where once there were green fields, and these houses only exist now because others have had to face the same challenges before us.



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We do not want large scale developments in any of the four SWAB parishes and neither is there any evidence that they are required. However, we do need to ensure that our communities are sustainable and that our young people, local workers, and those on low incomes can afford to buy and rent accommodation locally.  
**Cllr Steve Northam (Housing Focus Group leader and Steering Group member).**



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