

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
10<sup>th</sup> MARCH 2014 AT 7.30 PM AT THE STEYNING CENTRE**

**PRESENT:** Cllr Bowell - Chairman  
Cllrs Rogers, Hopkinson, Alexander, Trundle,  
Muncey, Barling, Toms, Marshall, Ness-Collins, Toomey  
Also in attendance:  
George Cockman - HDC  
Michael Pearce – Warden  
1 Press representative & 16 Members of the public.

**1. APOLOGIES**

There were apologies for absence from Councillor Staines & Lloyd.

**2. DECLARATIONS**

There were no declarations of interest from Councillors.

**3. MINUTES**

It was **proposed** by Cllr Toms **seconded** by Cllr Ness-Collins that the minutes of the meeting held on 13<sup>th</sup> January 2014 be Agreed and signed by the Chairman. This was **Agreed**.

**4. MATTERS ARISING AND ACTIONS from the last meeting**

There were no actions from the last meeting.

**5. POLICE/NEIGHBOURHOOD WARDENS/LAT REPORTS**

The Wardens gave their report which is attached to the F & C minutes.

- On Friday 28<sup>th</sup> there was a rowdy party in Kings Barn Lane. Was it reported to the Wardens or police.

It was reported to police who attended. The party organisers had sent letters to neighbours and it was reported to duty officer at HDC and this is followed up with letter from Environmental Health officers. Wardens will also visit occupiers of the property. It was noted that it is important to report these events to the police at the time they are happening.

Cllr Ness-Collins reported that there had been a LAT meeting. They discussed two incidents of bad behaviour in February and the Wardens had matters in hand, and the progress of skateboard facility. LAT will meet again as and when required.

## 6. QUESTIONS FROM THE FLOOR

The chairman suspended the meeting to allow questions from members of the public.

- I want to ask a question relevant to the Disabilities Discrimination Act 1995 and Equalities Act 2010. Steyning Parish Council now propose that access for disabled users is to be in the cricket club car park 200 yards away and disabled users cannot access the skatepark 365 days per year, which is possible at Leisure Centre, Shoreham and Brighton. This is discrimination and another reason why MPF is not suitable. Will the Chairman accept my challenge to push me in wheelchair from the car park to proposed skatepark without creating wheel ruts or excessive mud on wheels. If he achieves this, or even attempts it I will donate £100 to a disabled charity of his choice.

I am not familiar with the two documents you refer to but I am happy to look at them. We were initially advised by the Equalities Officer at HDC that we needed to put a path from the facility to disabled car parking spaces. Subsequent to that the Equalities Officer has said, in his opinion, that is no longer required, and we have therefore removed it. If you can let the clerk have the detailed question you have read out I will respond to you.

- The point I am trying to make is that where it is located there is no hard tarmac access, it is impossible to access the facility 365 days per year which able bodied can, so the location is unacceptable, it has to be moved or re-introduce access so that you are not discriminating against the disabled. Others have done this, Milton Keynes, contact them, they know all about what you can and can't do.

To have a path to the middle of nowhere, to the end of a very muddy lane is not acceptable either, and we decided to take on board the recommendation from the Equalities Officer.

- Are there minutes of LAT meetings available.

Some notes are taken but not minutes and this is not a parish council meeting. A report of the meeting is given to the council and noted in committee minutes.

The chairman re-convened the meeting.

## 7 NEIGHBOURHOOD PLAN

Cllr Bowell reported that a Neighbourhood plan working group had met with Bramber, Ashurst and Wiston and discussed whether we should cluster with other parishes. The recommendation of that meeting was that we should go forward with a Neighbourhood plan. The recommendation was also that we should cluster with those parishes that are interested, Bramber, Ashurst, Wiston. Upper Beeding is going to do it's own Neighbourhood plan.

There are benefits which need to be gone into further. CiL will be increased from 15% to 25% replacing Section 106 funding. The size of developments in the future can be specified. A Neighbourhood plan is about a lot more than just development and housing. It will take a long time to put together and will cover a period of 20 or more years into the future. One of the councillors in Bramber, Nick Mills, is very interested in helping to start a steering group going forward. There are grants available to get professional support. I would like to propose that we agree to embark on a Neighbourhood Plan and agree to cluster with Bramber, Ashurst and Wiston.

- Support Neighbourhood plan and benefits of Community Infrastructure Levy. I have concerns about clustering. At the moment both Wiston and Ashurst are category two developments, which means they cannot have houses built within them. Bramber has an issue with land supply so pockets of land are more likely

to be in Steyning. Steyning needs to provide affordable houses for young people. Concerns that a referendum will take place on the plan which is likely to include building in Steyning, and it may be controversial. People outside of Steyning itself will be voting for property to be built in Steyning and this may change the voting outcome. This is why I think Steyning needs to be master of its own area. This is a long road and a complex area. Slaugham has just done their plan, spent £80k and had the plan rejected by the Planning Inspector.

We discussed aspects of this today but Storrington, & Washington costs are circa £30k and they are working with AiRS. Grants would cover approx. £23k.

CiL will come to the parish where the development is.

Voting in the referendum is a valid point, but would vote on plan as a whole not the specifics.

- It is a long and complicated process and I think clustering would be of benefit. All parishes bring a grant so costs are spread by clustering. The Neighbourhood Plan would be led by steering group and there would be various focus group, not just of councillors but expertise from other residents, they may not have land in smaller parishes but may have expertise to contribute. We have a volunteer to lead the project and this could be of overall benefit.
- Those are good points, but I am nervous this volunteer is not a Steyning resident. I can see some controversy over the pockets of land that are currently around to be used for this purpose. I am concerned that it will not be the people of Steyning that will be voting for what might be built in Steyning.

A document was recently sent round from Nick Herbert, M.P. about Localism Act and that we should not have large residential areas in our region. We should control our own destiny and this can be through a Neighbourhood Plan.

On the issue of leading on the Plan, does Steyning have a councillor who would be willing to lead on a plan? This is an issue for us, we are two councillors short on the council.

Focus groups would report to the Steering group and they would be putting in expertise and ideas.

- This gives an opportunity to build for our purposes. To provide homes which are affordable to allow young people to stay in Steyning. We would want some housing in Steyning. The plan would allow us to control this.

We can't stay as we are. We need to grow. Have done a housing needs survey. More housing needed for elderly wanting to downsize and as affordable housing.

- It appears that Ashurst does not wish to cluster. There is nowhere in Bramber to build. Only place would be Steyning. The question is where to put any development. Think we should go ahead and cluster.

If Ashurst does not join, then the ratio between partners and Steyning would be greater for Steyning. Bramber are committed and ready to go. This is a natural partnership.

Wiston are in same situation and not sure they will come on board but hope they do.

We will have greater strength with a Neighbourhood Plan as all planning applications have to consult with Neighbourhood Plan.

It is therefore recommended that:

1. Steyning enter into developing a Neighbourhood plan. This was **proposed** by Cllr Bowell, **seconded** by Cllr Alexander. This was **Agreed**.
2. Steyning to cluster with the surrounding parish councils as above if possible (Wiston and Ashurst yet to commit). This was **proposed** by Cllr Bowell, **seconded** by Cllr Ness-Collins. This was **Agreed** by majority, one against.

3. We agree the cluster of Steyning, Bramber, Ashurst and Wiston (or any number of these parishes) proceed to define our area and register with Horsham District Council. Proceed with forming a Steering Group and put forward applications for funding. Nick Mills, Councillor Bramber, be delegated to initially take the lead on the forming of the Steering group. This was **proposed** by Cllr Bowell, **seconded** by Cllr Toms. This was **Agreed** by majority, one abstention.

## 8. COMMITTEE REPORTS

### 8.1 Playing Fields – 25<sup>th</sup> February 2014.

Cllr Ness-Collins reported that the new grass cutting contract for the period 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2017 has been awarded to Mr. D. Flynn.

A report had been received from the Allotments Association and committee approved for them to proceed with obtaining secure, palisade gates to the North and South boundaries of Rublees Allotments, **subject to** due regard for SDNP purposes, SDNP and planning approval, and further discussions with the council.

Committee agreed to seek quotes and further advice on the ongoing maintenance and reduction of the height of the trees between the Rublees allotments and MPF (this was last carried out approx. 3/4 years ago). This will then be brought back to committee for consideration.

Committee agreed to discuss with the Allotments Association the issue of fencing to the North & South boundaries of Rublees.

Committee agreed to inspect and obtain a quote to reduce the height of a large tree at Canada Gardens.

A Bar-b-que was agreed at Canada Gardens on 24<sup>th</sup> May.

- With regard to the reduction of trees for at Rublees where will we seek advice from. How much do they want the trees reduced by.

From Arboricultural Officer and SDNP officer and then following the advice will go back to committee for further consideration. This work is regular pollarding and maintenance. Looking at about 30% reduction.

Cllr Ness-Collins **proposed** agreement to and adoption of the minutes and accounts for the period which were **seconded** by Cllr Marshall and **Agreed**.

### 8.2 Planning 18<sup>th</sup> February & 4<sup>th</sup> March 2014

Cllr Alexander reported that in addition to looking at planning applications committee were looking to update conservation area document. Cllr Muncey has offered to put the document together. Will then be brought back to committee.

Cllr Alexander **proposed** agreement to and adoption of the minutes which were **seconded** by Cllr Muncey and **Agreed**.

### 8.3 Highways & Lighting - 18<sup>th</sup> February 2014.

Cllr Alexander reported that the Litter contract for the period 1<sup>st</sup> April 2014– 31<sup>st</sup> March 2017 has been awarded to Mr. D. Flynn.

Cllr Alexander also reported that Highways committee had agreed to re-instate the road and lighting monitoring schedule for all councillors to inspect pavements, lighting, drains, potholes and overgrowth on a bi-monthly basis.

The Clerk has the maps for each councillor to take this evening (please collect before leaving) and the Deputy clerk will set up a reminder system.

Councillor will be doing their monitoring but residents can report at any time. Faults can be reported online or by email to the clerk.

To chase WSCC re: lighting of footbridge Roman Road/Goring Road.

Cllr Alexander **proposed, seconded** by Cllr Muncey agreement to and adoption of the minutes and accounts for the period which were **Agreed**.

#### **8.4 Finance & Community Committee – 7<sup>th</sup> January 2014**

Cllr Rogers reported that Showcase produced a surplus of £132 which can be held and used for a Youth Showcase or for the next event.

The recruitment of the new Clerk will be handled by SALC who will undertake the application process. The advert will go on their website. An advert will also be placed on the West Sussex 'Jobs Today' website at a cost of £99 for 2 weeks.

A new deal has been arranged with BT for our broadband lines for a one off, 3 months free rental and 500 free talk minutes on each of our office lines. The new arrangement is for 2 years. Some of the monthly rental costs have also been reduced and in total there should be a saving of approx. £43 per quarter.

The Emergency and Business Continuity plans were agreed. The Business Continuity plan is intended for internal use only and the Emergency Plan will be sent to HDC and the emergency services. After discussion it was agreed to publish the communications flow chart on the website.

It was agreed to make an application for 106 funding for the fencing around the play area in the MPF.

It was reported that the Steyning and District Community Partnership 'Community Plan and the Economic Development plan are finished and, a presentation will be arranged for Parish Councils for them to get involved with setting up the community groups to run the projects.

A revised Complaints Procedure was agreed and this will be published on the website.

Councillors are requested to read Business Continuity and Emergency plan.

Cllr Rogers **proposed, seconded** by Cllr Alexander agreement to and adoption of the minutes and accounts for the period. This was **Agreed**.

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

**Cllr Rogers – HDC:** At last Council meeting on 26<sup>th</sup> February voted by majority to freeze council tax, this will include parish council precept increases and a small increase on the police and crime commissioner.

**Cllr Cockman – HDC:** Would like to comment on the debate on Neighbourhood Plan. Please to see the Parish Council is taking this on. This is a chance of achieving something. We have to make decisions for 10/30 years time. Disappointed that Upper Beeding are not joining with us.

**Cllr Barling – WSCC:** WSCC have frozen council tax. We have increased the Big Society Fund. Last year £330k next year £380k. Given grants to parishes, Ashurst towards Village Hall, which is well on the way to completion.

In April will start again with Community Infrastructure grants, with £24k. SiB and Steyning Downland scheme have both received grants.

Operation Watershed to continue for another year.

Mouse Lane co-ordinating meeting with Highway engineers and residents badly affected by flooding. Surface of the road in poor condition. Looking as to whether Mouse Lane is an adopted road.

TRO's, went through programme, highest priority to Penns Court in Steyning and Washington Village for speed limit.

Others on programme are proposals around Steyning school. These require a lot of officer time to deliver. Working on schemes and formal consultation.

Potholes, there is a new initiative, potholes patrol. WSCC through Operational Management Centre (OMC website) have a list of roads they have compiled themselves of potholes to be dealt with that have been reported. Important to report any potholes to OMC website.

Works on Bostal Road starting 17<sup>th</sup> March 2014. Access will be maintained. Works expected for 5 days.

A283 from Shoreham, major works near Storrington not for Steyning.

**10. ITEMS FOR PRESS RELEASE**

No items for press release.

**11. INFORMATION ITEMS – to receive information items**

We have someone who has expressed interest in becoming a councillor.

May event in the Town, have just heard that the Chair of Chamber of Trade has resigned so this event may be in jeopardy.

There is a Mint company producing commemorative medals. We are looking at the possibility of presenting one to each family that lost a relative in WW1. We need to be able to trace as many families as possible. We will look further into this before making a decision.

I agree we should be doing something. People who served in WW1 would have received a medal. Is the PC to purchase these medals.

The cost is just £3.50 and there are not a lot of names so far that I have identified.

However, not everyone who served did get a medal.

This will go to the council if we can find more information.

If we decide to go ahead possibly the press representative could publicise this for families to come forward.

Annual Parish meeting is on 14<sup>th</sup> April, 7.30 p.m at the Steyning Centre. Louise Goldsmith, Leader, WSCC will be speaking and giving a presentation, all are invited to come along.

**12. DATE OF NEXT MEETING - Monday 12<sup>th</sup> May 2014 at 7.30 pm.**

The Chairman closed the meeting 8.50 p.m.