

Steyping Parish Council

Neighbourhood Wardens Report – October 2017

In relation to general Anti-Social Behaviour, October has been relatively quiet. We have not had cause to confiscate any alcohol or had any major issues that have required intervention other than general engagement with groups of young people.

A walker stopped us on patrol in the Memorial Playing Field and alerted us to concerns relating to a dangerous dog. The dog is reported to have been aggressive towards other dogs and not kept on the lead by the owner. A description of the dog and owner have been given and we have programmed extra patrols of the playing fields.

We had cause to intervene in an altercation between two people in Fletchers Croft where heated words were exchanged over an incident of Anti-Social driving. Strong words of advice were given to an individual known to us regarding his driving and his details have been fed into the Operation Crackdown System. There was a similar incident of ASB Driving near Dingemans sheltered housing in which we were required to do the same.

A resident at Dingemans contacted us and reported suspicious activity in the locality, which they believe may be linked to drug dealing. We have taken note of dates, times, vehicle descriptions and have increased our patrols in the area at these times.

The Police have alerted us that a young male has been acting inappropriately towards young girls near the school in Shooting Field. The individual is known to us and we have stepped up our patrols in the area at key times. We are in contact with the Police regarding his behaviour and the Police have also visited the individual regarding his conduct.

National Road Safety Week begins on 20<sup>th</sup> November. We have been in contact with the Primary School in relation to ways we can help raise awareness and are putting together a series of classroom activities for the children, this will hopefully include prizes and/or some funding for the school.

During this road safety week we will also be cracking down on cyclists and educating them on what they require to be roadworthy, e.g. reflectors, lights and helmets.

We attended a training session run by West Sussex Council on Cyber Crime and Internet Security with an emphasis on the vulnerability of older people. West Sussex Library Service run an outreach Service for older people, who are isolated or unable to access Public Libraries and use a network of volunteers who will deliver books, music and videos to older people in their homes. There is also provision for help with online access that also includes advice and hands on help with internet security. We will be actively promoting these services across all three Parishes

We continue to run our Social Club at Dingemans, we have taken the residents on two trips and have carried out indoor gaming sessions. We are looking to expand upon this with other local groups and run a league for various games e.g. indoor curling.

13<sup>th</sup> November 2017

1. Ray Dawe said they had to make up a £7m shortfall in government grant between 2011 and 2019, and had been making efficiencies but also have to consider either cutting or charging extra for services. It is likely that the increase in Council Tax permitted by the Gov will be limited again in 2018/19.
2. HDC have responded to the Gov White Paper arguing against the new limit proposed for new housing in Horsham District, currently 800 houses pa may rise to 974 houses pa.
3. HDC is incentivising parish councils to take on Wardens. This would cost £65k pa for 2 wardens, but if they sign up for 2 years HDC is giving an incentive of £30k (did we get a similar incentive at the start?)
4. Re car parking charges, several parishes complained about increased illegal on-street parking. Ray Dawe said they were investigating if Neighbourhood wardens could be given any powers to control this. He accepted that a 'one size fits all' charging policy may not be right, said they have made adjustments in Steyning and may look at adjustments in Pulborough and Roffey.
5. Changes to waste collection- this is being done mainly to meet recycling targets. New lorries on order which will now go back to manual operation so more staff needed. All residents will have one day a week when rubbish collected WK 1 – general waste and Week 2 – both blue and green recycling bins. Concern was expressed about every house putting out two bins on one day. All households can order more recycling capacity (2<sup>nd</sup> bin or larger bin) and certain households eligible for larger normal waste bin.
6. Local Plan update – a document will be published at the end of this week showing sites for gypsies and this includes new, previously unpublished locations- consultation period in December. Next spring HDC is reviewing potential sites for businesses as many residents have to leave the district for work and they are also going to review the boundaries of built-up areas in rural locations (may be of concern to Steyning).
7. CIL- for all planning applications for new floorspace over at least 100 sq mt approved after 1<sup>st</sup> Oct 17 the new CIL will apply. Developers to be charged £135 per sq mt towards infrastructure such as schools, roads, community buildings etc. Only exceptions are self-builders and affordable homes. Parishes will get 15% of CIL payments or 25% if they have a Neighbourhood Plan.
8. 2019 is HDC year of Culture. Deadline of 30<sup>th</sup> Nov for applications for funding to run an event- concern expressed that this was too soon, and requests made for extension.

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## **Steyning Neighbourhood Plan Steering Group Draft Terms of Reference**

### **1. Purpose**

a. The main purpose of the Steering Group is to oversee the preparation of a Neighbourhood Plan for Steyning which will progress to Independent Examination and a successful community referendum and ultimately be adopted by Horsham District Council to become local planning policy. As part of this work the Steering Group will review and update where necessary the work co-ordinated by the Steyning, Wiston, Ashurst and Bramber (SWAB) Neighbourhood Plan Steering Group which relates to Steyning.

b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the informed ambitions of the majority of Steyning residents. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

### **2. Principles**

a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community

b. All decisions made shall be fully evidenced and supported through consultation with the local community.

### **3. Roles and Responsibilities**

In order to achieve this, the Steering Group will carry out the following

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Steyning;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council and, where specified in these terms of reference, seek endorsement of decisions taken;
- Undertake analysis and evidence gathering to support the plan production process;
- Engage with external consultants to seek expert guidance, as required
- Identify sources of funding and seek to maximise funding from external sources; and manage the Neighbourhood Plan budget
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of residents are understood;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NP is supported by the majority of residents

#### **4. Membership**

a. Membership of the Steering Group will consist of two Steyning Parish Councillors and between six and eight residents of the local community. Steering Group membership will aim to include a wide representation of those who live and/or work within the 'Designated Neighbourhood Plan Area', selected through a fair and transparent process.

- All members of the Steering Group should promote the purposes and principles of the Steyning Neighbourhood Plan Steering Group.

#### **5. Delegated Authority**

a. The Steering Group has full delegated authority from the Parish Council to deliver its plan-making functions up to publication of the Pre-Submission document. The Group will report monthly to the Parish Council setting out progress on its work.

b. The endorsement of Steyning Parish Council will be required for these Terms of Reference and any subsequent changes to them, for an annual budget forecast and for any necessary expenditure in excess of grant funding. Steyning Parish Council will also be asked to approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken on behalf of the Parish Council, with appropriate recognition of the Parish Council's position as the qualifying body given in all communications associated with the project. The Parish Council has the authority to dissolve the Steering Group or to end work on the Steyning Neighbourhood Plan.

#### **6. Meetings**

a. Steering Group meetings will take place approximately once a month, but at least once within every two months.

b. Where possible, all meetings should be held within the Parish. The location and dates of future meetings will be made publicly available via the Parish Council website.

c. Meetings will be open to the general public, but the Steering Group may vote to enter into Confidential Session when discussing matters of commercial sensitivity or to protect personal information. The participation in the meeting of any members of the public will be regulated by the Chair or Vice-Chair.

d. The Steering Group will elect a Chair, Vice Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.

d. The Secretary shall keep a record of meetings and circulate minutes to Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website.

e. At least three clear days' notice of meetings shall be sent to members via email.

f. Decisions made by the Steering Group will be made by majority vote. Each member shall have one vote. A minimum of half the current steering group membership shall be present where

matters are presented for decisions to be taken. The Chair shall have one casting vote in any case of an equality of votes.

- g. The steering group has the responsibility to engage with the local community. Decisions to invite/engage with representatives from the local community to address steering group meetings will be decided upon at steering group meetings and will be at the discretion of the chairperson.
- h. Consultants, community representatives and persons attending steering group meetings will not have the right to vote. Their participation in the meeting will be regulated by the Chair or Vice-Chair.

## **7. Working Groups**

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working group should have a lead person from the Steering Group.
- c. Each working group will have a membership of up to 15 people. If working groups are over-subscribed, members will be selected by the Steering Group according to their ability to contribute in that topic area.
- d. Working Groups will make written reports to the Steering Group on their activities as requested but will not have to publish minutes of meetings. The Steering Group will consider and approve the reports from the Working Groups and oversee their activities.
- e. Working Group meetings will not be open to the public. However they may invite/engage with representatives from the local community or subject matter experts to address group meetings, at the discretion of the Chair.

## **8. Finance**

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work.
- b. The Steering Group has authority to spend on project matters within their approved budget forecast and the Treasurer will update the Steering Group at each meeting on project finance.
- c. Steering Group members and volunteers from any working groups may claim back any expenditure incurred during any Neighbourhood Plan related work provided that expenditure is pre-approved by the Steering Group and follows the Steyning Parish Council authorised expenditure processes.

## **9. Conduct**

- a. A register of all members of the Steering Group and any Working Groups' pecuniary and other relevant interests will be kept and will be held by the Secretary for the duration of the plan process, and must be updated where necessary. These will be available for inspection by any resident of the parish on request.
- b. Any member of the Steering Group or Working Groups who has a pecuniary interest in any agenda item must declare that interest at the beginning of the meeting, and where there is

a pecuniary interest or any conflict of interest affecting a member, that member shall withdraw from the meeting while that agenda item is discussed and shall not participate in any vote on that matter.

c. Members of the Steering Group and Working Groups will apply the following principles:

- Be clear and open when their individual roles or interests are in conflict;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
- Actively promote equality of access and opportunity;
- Respect the confidentiality of commercially sensitive or personal information that they gain as part of their membership.

d. The Chair of any meeting of the Steering Group or Working Group will enforce the Terms of Reference, if necessary by requiring a member to leave the meeting. If any member repeatedly does not adhere to the Terms of Reference the Steering Group may vote for them to be removed from the Steering Group or Working Group.

#### **10. Changes to the Terms of Reference**

This constitution may be amended with the support of at least six of the current members at a Steering Group Meeting and with the approval of the parish council.

1. At the full Council meeting on 16th October 2017 the following was agreed:

Steyning Parish Council supports in principle that Steyning moves forward to create its own Neighbourhood Plan, based on the work already undertaken by the SWAB NP, and authorises its nominated councillors to proceed to devise a Steyning Neighbourhood Plan Terms of Reference, and Modus Operandi (e.g. re meetings, reporting, public consultation etc. ) These must be approved by SPC in advance of formally commissioning a new NP project, designating the NP area, and recruiting the Steering Group and any key individuals or team(s) of resident volunteers.

2. Attached to this document is the proposed Terms of Reference which incorporates details of meetings, reporting, consultation etc. This document has been prepared with reference to the Henfield Neighbourhood Plan Steering Group Terms of Reference and a template Terms of Reference document published by Cornwall Council.

3. Below is a draft of an initial project plan, a recruitment strategy and such financial forecasts as we are able to provide at this current time.

4. We are now proposing adoption of two proposals:-

- 1 – Steyning Parish Council wishes to give full support to a Neighbourhood Plan being prepared for the parish on the basis of the proposed Terms of Reference, recruitment strategy, initial project plan and financial forecast. Support to include use of meeting rooms which would otherwise be vacant.
- 2 - We also propose that Councillors Liz Trundle and Gill Muncey, who were elected in July to represent the Council on SWAB, remain as the nominated councillors on the Steering Group of the Steyning Neighbourhood Plan.

### **Proposed Recruitment Strategy**

Locality, the government body overseeing Neighbourhood Plans says in its Neighbourhood Planning Roadmap (2016), 'General skills for producing a neighbourhood plan include leadership; project management and organisational skills; an ability to engage a diverse range of members of the public and to listen; communication and negotiation; analytical skills; ability to work in a team. Neighbourhood Planning probably is not for people who find compromise, differing viewpoints or working in collaboration difficult. Specialist skills required will depend on the nature of the area in question. Examples of specialist skills could include reading maps or plans and data analysis. It could also include knowledge of specific topic areas, such as urban design, retail, heritage-led regeneration, housing, transport or other planning issues. It could also include things like environmental assessment. Organising and running community engagement also requires specialist skills.'

We aim to have a set of criteria including the above skills and experience in such matters as planning, building design, accounting/ making grant applications, planning policy reading & writing, and the ability to read and understand complex documents. Honesty, integrity and resilience are important too, and the ability to work with confidential documents and issues etc. Above all we will be seeking people who are enthusiastic, with time and energy to commit to the project who are willing and able to sign up to the Terms of Reference.

We hope to advertise widely among the community, to ask for a letter detailing what they can contribute and then to meet every person who comes forward. In order that the process is as transparent as possible we will also seek an independent third party of stature in the community to oversee the process and meet the candidates with us and ensure the resulting Steering Group is as diverse and effective as possible.

Volunteers for the Working Groups may result from this process but will also be sought at a public meeting.

## **Outline Initial Project Plan for Steyning NP**

1. Receive unanimous or strong majority support from Steyning Parish Council to proceed, starting with a review of the Steyning parish elements of the work already undertaken by the SWAB NP – Nov 20th
2. Seek volunteers to join Steering Group (see recruitment strategy) – Nov 21st to December 24<sup>th</sup>
3. Seek independent third party to observe and advise on recruitment process- Nov 21st to December 24<sup>th</sup>
4. Complete recruitment of a minimum of 6 suitable volunteers to Steering Group and hold first Steering Group meeting- timing dependent on numbers coming forward. Officers to be elected by Steering Group members.
5. Start work on a public engagement strategy and website.
6. Apply to HDC and SDNP to designate plan area as Parish of Steyning .
7. Seek to appoint consultants – late January/Feb 2018
8. Once designated area approved, contact local stakeholders such as WSCC, Environment Agency etc.
9. Hold public meeting once consultant appointed, to re-launch Neighbourhood Plan and seek more volunteers for Working Groups.
10. Steering Group to work with HDC to understand what work undertaken by SWAB is considered out of date and what reviews they require.
11. Commission AECOM Housing Needs Assessment from existing HDC data.
12. Re-open Call for Sites, and confirm continuing availability of existing SWAB housing/business sites within Steyning.

## **Finance Forecast (awaiting further information from the Clerk)**

1. We have been informed by Locality that we can claim an initial grant of £9,000 and at present, if site assessments are included further funding of £6,000 can be claimed in the current funding round, which ends in January 2018.
2. No grant funding is available from HDC.
3. Further 'technical' funding is available for the AECOM Housing Needs Assessment.
4. Experience from SWAB where £27k was required to be spent on consultants and £2200

spent on printing, posters, banners and newsletter distribution, shows that some further top-up funding from Parish Council reserves will may well be required but the exact amount is impossible to predict at present.

## **South Downs' National Park (SDNP) Pre-Sub Local Plan Consultation Response by Steyning Parish Council**

Steyning Parish Council welcomes the opportunity to respond to the SDNP Pre-Submission Local Plan. The Council is keen to support the National Park in its aims to:

1. To conserve and enhance the natural beauty, wildlife and cultural heritage of the area
2. To promote opportunities for the understanding and enjoyment of the special qualities of the national park by the public
3. Seek to foster the economic and social well-being of the local communities within the National Park.

Having met to study & and discuss the Pre-Sub Plan, Steyning Parish Council would like to suggest the following inclusions to the document:

### **Steyning as a 'gateway' to the SDNP**

In response to the South Downs National Park Authority Local Plan Consultation, Cllrs noted that although Steyning is mentioned under the Gateways section 3.43 and section 3.56 they would like there to be a references to 'Steyning being an attractive Market Town and hub in the locality, attracting visitors to this gateway to the National Park' added. Cllrs would also like to request you add a note that 'Steyning features numerous historic & listed buildings' on the Scarp Slope and Dip Slope sections.

### **Sustainable communities**

The Council strongly supports your "Key Messages" in the early part of the document, which includes the statement that "even the smallest communities need to live & breathe & prosper over the next 15 years". However, we feel that it is important that you additionally acknowledge that this equally applies to some towns and villages that are located at the boundaries of the SDNP, and provide a specific policy to cover this, providing both guidance and some assurance to communities like Steyning.

The southern and western boundaries of our built-up area is the SDNP boundary, with a flood plain to the east, and the A283 by-pass to the north being just outside the built-up area boundary, appearing to preclude development to the north according to policies within the Horsham District Council Local Plan (Nov 2015). Work on our emerging Neighbourhood Development Plan will be greatly aided by an acknowledgement that Steyning also "needs to live & breathe & prosper over the next 15yrs" despite the severe constraints of its geography & location.

In summary, there should be a specific policy giving guidance to those areas immediately bordering the National Park, whose development is similarly constrained.

### **Affordable housing**

Steyning Parish Council welcomes the references for affordable homes in Strategic Policy SD28 and Strategic Policy SD29, and acknowledges its potential relevance to our emerging Neighbourhood Development Plan.

### **Dwellings for agricultural workers**

Steyning Parish Council fully supports the South Downs National Park policy to provide accommodation for agricultural workers (as specified in 7.1). However, it would welcome the inclusion of a similar provision for bone-fide retired agricultural workers, a need evidenced by the Wiston Estate Plan recently endorsed by SDNPA.

Allowing the building of new smaller dwellings for genuine retired long-term agricultural workers, will have the additional benefit of freeing up some existing larger dwellings for younger workers with families. We feel confident adding such a policy will be helpful to numerous estates and farms across the SDNP area.