

Steyning Parish Council



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MEETING OF THE FULL PARISH COUNCIL COMMITTEE HELD ON MONDAY 13th JUNE 2016 AT 7.30 PM IN THE STEYNING CENTRE

Present : Cllrs. Northam, Syred, Lloyd, Willett, Muncey G. Sullivan, S.Sullivan, Toomey,
R.Goldsmith

Clerk : Carol Stephenson

Members of the public : 12

MINUTES

FULL/16/30 APOLOGIES FOR ABSENCE

30.1 Apologies received from Cllrs. Ness-Collins, Picking, Muggridge, Bowell, Hanson, Trundle

FULL/16/31 DECLARATIONS OF INTEREST AND DISPENSATIONS

31.1 Cllr. Syred – Chair SAYS Management Committee

FULL/16/32 QUESTIONS FROM THE FLOOR

32.1 Mr Cree asked if the Chair would recognise the contribution made over the years by Cllrs S. Sullivan, G. Sullivan and Goldsmith both as members of the Council and in attending meetings prior to joining the council.

Cllr. Northam said he was happy to recognise the time they had dedicated to attending council meetings.

32.2 A written question was received from Mr Campbell asking why the Council had not advised Steyning residents any earlier of the proposed sand excavation proposal at Ham Farm despite allegedly receiving 8 such notifications over a long period of time. Cllr Northam advised that having made extensive enquiries with WSCC, we believe that 7 such notifications were sent by WSCC. These were of a circular nature and were not addressed to the Clerk nor by name to any Councillor. Indeed until April 2016 Ham Farm was not mentioned in any of this correspondence, although it had been mentioned in a 400-plus page document on the WSCC website. However, Cllr Northam was pleased to remind members that since the Parish Council became aware of the proposal it has actively facilitated significant public consultation to ensure wider coverage and



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awareness of the current plans.

FULL/16/33 MINUTES OF PREVIOUS MEETINGS – Councillors to agree the minutes of the previous meetings held on 9th March, 9th May and 1st June (for response to consultation re Ham Farm proposal – see item 11.6

33.1 EXM meeting held on 9.3.16 - Cllr S. Sullivan **proposed** the minutes be **amended, seconded** by Cllr Goldsmith regarding Declarations of Interest. Cllrs. G. Sullivan, S. Sullivan and R.Goldsmith voted in favour of amending the minutes. Cllrs, Northam, Toomey voted against and Cllrs Syred, Lloyd, Willett, Muncey abstained. **Agreed.** Cllr. S. Sullivan proposed an amendment to the minutes as follows :

“to record that declarations of interest having been put back until confidential session were not returned to. Therefore under item 2 it should not record none but record that having been put back declarations were not returned to when item 4.1 was reached and council went into confidential session.”

Cllr. Goldsmith **proposed** to accept the minutes with the revised wording **seconded** by Cllr Muncey. Cllrs. Goldsmith, Toomey, S. Sullivan, G. Sullivan, Muncey, Lloyd in favour, Cllrs. Willett, Syred, Northam abstained. **Agreed.**

33.2 Meeting held on 9th May 2016 - Cllr. Toomey **proposed** and Cllr Willett **seconded** that the minutes of the meeting be accepted. **Agreed.**

33.3 Meeting of 1st June 2016 - Cllr. Muncey **proposed** and Cllr Goldsmith **seconded** that the minutes of the meeting be accepted. **Agreed** Cllr.Toomey abstained.

FULL/16/34 MATTERS ARISING AND ACTIONS

34.1 FULL/16/7 - Wardens confirmed they have contacted Chair of LAT.

34.2 FULL/16/8.1 HDC have confirmed there is no need to advise LAA of our selected sites as these will be picked up later in the process.

34.3 FULL/16/11.1 Standings Orders – Clerk confirmed work is ongoing to review the Standing Orders and that these will be reported to the next meeting of F&C on 5th July. See item 6 below.

34.4 FULL/16/12.1 Steyning Area Youth Services – see item 7.1 below

34.5 FULL/16/12.8 Clerk advised that Simon Zec has confirmed he is willing to remain as Tree Warden.

34.6 FULL/16/17.1 Clerk advised that a review of the Council’s insurance cover will be undertaken when the renewal notice is received at the end of June 2016 and brought back to this Committee in due course.

34.7 FULL/16/19 Clerk advised that work is ongoing to review the Complaints Procedure and that this will be reported to the next meeting of F&C on 5th July 2016

34.8 FULL/16/20 Clerk advised that work is ongoing to review of the Publication of Information Scheme and that this will be reported to the next meeting of F&C on 5th July 2016.

34.9 FULL/16/21 Clerk reported that the review of Councillors’ Allowances will be added to the agenda for F&C on 5th July 2016

34.10 FULL/16/22.3 Consideration of the minutes of the Playing Field Committee dated 26.4.16 –

- see item 11.1 below
- 34.11** FULL/16/22.7 To discuss procedures relating to Working Parties/Team Meetings will be added to the agenda for F&C on 5th July 2016
- 34.12** FULL/16/23.1 Council to consider conducting its own car park usage survey in the light of the proposed survey to be undertaken by HDC later this year – email from HDC was circulated for information
- 34.13** FULL/16/23.3 Cllrs were reminded to advise Cllr Barling of any remaining issues relating to pavements, flooding etc
- 34.14** FULL/16/29.1 – item 11.6 below
- 34.15** FULL/16/29.2 – item 11.6 below
- FULL/16/35 REVIEW AND ADOPTION OF NEW STANDING ORDERS**
- 35.1 Motion 1 – Cllr Toomey proposed and Cllr Syred seconded proposed new wording be accepted as follows :**
Unless otherwise permitted by the chairman of a standing committee, council members in attendance at a standing committee, but who are not appointed members of said committee, shall occupy only such seating as is allocated for the use of members of the public and shall not speak at the meeting, unless recognized by the Chairman and invited to speak
Agreed. Recorded vote requested Cllrs Lloyd, Syred, Northam, Toomey, Willett in Favour. Cllrs S. Sullivan, G. Sullivan and Goldsmith against. Cllr. Muncey abstained.
- 35.2 Motion 2 – Cllr Northam proposed and Cllr S. Sullivan seconded this be accepted as follows :**
Unless approved by a vote of the full council, no members who are party together in a relationship that a member of the public could reasonably consider to be a close relationship, shall be permitted to serve concurrently as members of the same standing committee. Such close relationships shall include but not be limited to; spouses, close family members, and business partners.
- Agreed unanimously**
- FULL/16/36 REVIEW AND CONFIRM APPOINTMENT TO OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE GROUPS SAYS**
- 36. 1** Cllr Northam **proposed** and Cllr Toomey **seconded** that Cllr Bowell remain as SPC representative if he is willing to do so. **Agreed**
- FULL/16/37 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**
- 37.1** Cllr Muncey **proposed** Cllr Goldsmith. This was, **seconded** by Cllr. G. Sullivan. Cllr Lloyd then **proposed** and Cllr Willett **seconded** Cllr Trundle. A paper ballot was held. Cllr Goldsmith was **elected**. **A recorded vote was requested** Cllrs S. Sullivan, Goldsmith, Muncey, Toomey, G. Sullivan for Cllr Goldsmith. Cllrs Northam, Lloyd, Willett, Syred for Cllr Trundle.
- 37.2** Reshuffle of other committees -deferred to the next Full Council meeting
- FULL/16/38 NEIGHBOURHOOD WARDENS REPORT**
 Report attached to the end of these minutes.
- FULL/16/39 NEIGHBOURHOOD PLAN**
 see SWAB notes at end of these minutes. Cllr Northam wished to publicly apologise to

members of the SWAB Housing Focus Group that, based on advice recently received from the Information Commissioners Office in response to a request for information under the Freedom of Information Act 2000, the Council was now required to release that information.

FULL/16/40 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 40.1 EXM Playing Fields Committee 31.5.16** – Cllr Lloyd highlighted the issues currently underway and confirmed that a site visits had since taken place with regard to the proposed goal post at the Memorial Playing Field and the proposed fence at Rublees Allotments. Cllr Lloyd **proposed** and Cllr Syred **seconded** that the minutes be accepted. **Agreed**
- 40.2 Playing Fields Committee 26.4.16** – Cllr S. Sullivan declared she is a member of Steyning Orchard Group. Cllr. Lloyd **proposed** and Cllr Northam **seconded** that the minutes be accepted. **Agreed.**
- 40.3 Planning Committee 3.5.16** – Cllr Toomey **proposed** and Cllr Syred **seconded** that the minutes be accepted. **Agreed.**
- 40.4 Planning Committee 17.5.16** – Cllr Northam **proposed** and Cllr Willett **seconded** that the minutes be accepted. **Agreed.**
- 40.5 Planning Committee 7.6.16** – Cllr Willett **proposed** and Cllr Northam **seconded** that the minutes be accepted. **Agreed**
- 40.6 Highways and Lighting Committee 24.5 16** – Cllr Muncey highlighted the issues currently underway and was able to confirm that a lottery bid had since been submitted for alterations to High Street toilets. Cllr Muncey **proposed** and Cllr Toomey **seconded** that the minutes be accepted. **Agreed. Recorded vote requested** – Cllrs Muncey, Toomey, Lloyd, Northam, Goldsmith, Willett, Syred in **favour**. Cllrs S. Sullivan and G. Sullivan **against**.
- 40.7 Steyning Centre 17.5.16** – Cllrs wish to convey their thanks to Lou Weeks for all her hard work and dedication. Cllr Northam to write accordingly. Cllr Willett **proposed** and Cllr Northam **seconded** the minutes be accepted. **Agreed**
- 40.8 Finance and Community Committee 7.6.16** – minutes not available in time for this meeting. To go to next Full Council meeting.
- 40.9 EXM of Full Council 1.6.16** – Cllr Syred updated on the drafting the Council’s response to the consultation of the WSx Joint Minerals Local Plan. Those councillors who had contributed to its production were thanked on behalf of the Council. Cllr Syred **proposed** and Cllr G. Sullivan **seconded** the Council’s proposed response to the consultation of the proposal to extract sand at Ham Farm Steyning. **Agreed.**

FULL/16/41 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

41.1 Cllr Lloyd – referred to the consultation regarding the proposed changes to opening times of the waste and recycling site in Shoreham and the survey proposed by HDC on rural car park usage and the possibility of introducing charging. Suggested Highway and Lighting Committee appropriate committee to consider if SPC wishes to conduct its own survey.

41.2 Cllr Willett – added we will seek to alleviate any charges for those who live, work and visit Steyning.

If anyone hears of any noticeable delays by HDC dealing with complaints and/or difficulties being experienced by members of the public in being able to reach Planning/Enforcement Officers to notify Cllr Willett.

41.3 Cllr Barling – consultation regarding the proposed changes to opening times of the waste and recycling site in Shoreham has now closed. Responses to be evaluated and reported to Cabinet at WSCC for decision. Cllr Barling confirmed that WSCC are reviewing the potential for this to lead to increased fly tipping.
Cllr Barling wished to convey his compliments to the organisers of the Steyning Festival which was a great success “best ever” and was joined by those present in thanking them for all their hard work and effort. Cllr Barling confirmed the Council’s application for funding for Operation Watershed had been submitted. The WSCC Rights of Way Committee have passed Abbey Road as having village green status. Cllrs Barling and Muncey to do some further work to support request for improvements to bridleway. Co-Op have confirmed their intention to install an ATM in the High Street. Recognition that Steyning Football Club has received a donation of £200k.

FULL/16/42 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES AND OTHER MEETINGS

42.1 JPBB – no further update

42.2 SAYS – quarterly report was circulated. Cllr Muncey asked if future reports could identify how many people from Steyning are involved in the activities – Cllr Syred to check a report with this information has been uploaded. Cllr Syred to invite Emma xx to do a short presentation to a future Full Council meeting. Cllr Lloyd/Syred to check if SAYS accounts are made available to this Council for monitoring/information purposes. Clerk to add to next F&C agenda

42.3 HALC – Cllrs noted the minutes of the meeting held on 10.5.16. Clerk to put on website

FULL/16/43 ITEMS FOR PRESS RELEASE

43.1 ATM High Street with dates – Cllr Trundle

43.2 Steyning Festival - Cllrs Trundle/Toomey

FULL/16/44 INFORMATION ITEMS

44.1 Need to seek clarification as to how items under this heading can be dealt with

FULL/16/45 CORRESPONDENCE

45.1 Councillor Commission – nominations to Clerk

45.2 Dementia Friendly Initiative – Clerk to add to the agenda for the next Full Council meeting to discuss the need for a representative to work on this initiative. Suggested Cllrs Trundle and Toomey to work together on this.

FULL/16/46 DATE OF NEXT MEETING – 11th July 2016

The meeting closed at 9.48pm



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Signed Dated 11th July 2016 ??
Chairman

Actions

- 34.3 Review of Standing Orders - Clerk to add to F&C agenda 5th July 2016
- 34.6 Review of Council's insurance cover – Clerk to add to future F&C agenda when renewal quote is Received
- 34.7 Review of Complaints Procedure – Clerk to add to F&C agenda 5th July 2016
- 34.8 Review of Publication of Information Scheme – Clerk to add to F&C agenda 5th July 2016
- 34.9 Review of Councillor Allowances – Clerk to add to F&C agenda 5th July 2016
- 34.11 Review of Working Practices – Clerk to add to F&C agenda 5th July 2016
- 37.2 Reshuffle of committees – Clerk to add to Full Council agenda 11th July 2016
- 40.7 Cllr Northam to write to Lou Weeks expressing thanks of the Council
- 41.1 Discuss need for SPC survey of rural car park usage – Clerk to add to next H&L agenda
- 41.2 All Councillors to notify Cllr Willet of any known delays/difficulties reaching HDC
- 42.2 Cllr Syred to check report has been uploaded with usage data and to invite Emma xx to future Full Council meeting to do short presentation. Clerk to add SAYS accounts to next F&C agenda on 5th July 2016
- 42.3 Clerk to upload HALC notes of 10th May 2016 to website
- 43.1 Cllr Trundle – press item re ATM High Street
- 43.2 Cllr Trundle/Toomey – press item re Steyning Festival
- 44.1 Seek clarification how items can be dealt with under this heading
- 45.1 All Councillors – nominations for Councillor Commission to Clerk
- 45.2 Dementia Friendly Initiative – Clerk to add to agenda for Full Council on 11th July 2016

Neighbourhood Wardens Report May 2016

Anti-Social Behaviour and Crime

A Window was smashed at Steyning Methodist Church on Tuesday 3 and Wednesday 4 May in what is believed to have been an attempt to gain entry.

We have received reports from the duty manager of Steyning Leisure Centre over concerns that a group of youths are drinking and have been smoking cannabis at the rear of the centre by the equipment storage container. We have stepped up our patrols in that area. Police units have been asked to pay passing attention to the area.

A man aged 26yrs of Coombe Road, Steyning attended Lewes Crown Court on 29 April 2016 where he was sentenced to a total of 8 years imprisonment.

The man had been arrested on 21 November 2015 in Church Street, Steyning following an assault and for firearms offences. Further firearms were located when a search was conducted at his home address.

He was found guilty at Lewes Crown Court on 1 April 2016 of possession of a prohibited firearm x 6,



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possessing ammunition without a certificate x 12 and possessing firearms when prohibited x 2. He was also ordered to pay a victim surcharged of £170. The court also ordered that all firearms, weapons and ammunition seized be forfeited and destroyed under section 52(1) of the Firearms Act 1968.

We still continue to receive reports of cars revving loudly in Fletchers Croft Car Park. We have spoken to several young men who regularly meet there and given words of advice. If this is not heeded we will report them on Operation Crackdown and alert the Anti-Social Behaviour Team.

We have had no more instances of large groups of young people congregating in the Flint Barn area of the Steyning Downlands.

Community

We are working with the Neighbourhood Police Team in looking out for a vulnerable and elderly male who has become of increasing concern to us through his behaviour. He is known to Social services and there is a care package in place. However he is frequently found out wandering and appears to be disorientated when we speak to him and we have on several occasions brought him home. Appropriate referrals have been made and we will continue to carry out welfare visits.

We have been present at various Festival events that have passed without incident, although on one occasion we had to deter an intoxicated reveller who was causing concern by trying to access a venue without a ticket.

SWAB Neighbourhood Plan Monthly Report to Steyning Parish Council 13th June 2016

Headlines

- No progress on meetings with small number of landowners since last report.
- Consultants (rCOH) are still working on the pre-sub document.
- rCOH have been liaising closely with "Rural Solutions", who are engaged by Wiston Estate to work on the Whole Estate Plan.
- Timescale is slipping, now unlikely that we will publish the pre-sub plan before the end of June.

Housing Focus Group

There has not been a HFG meeting since my last report as we are awaiting the following:

- Further meeting with the Sweetlands landowner.
- Assessment of prospective new site in Ashurst.
- Further meeting with landowner at Kingsmead Close.
- Update on Bayards Field proposals.

Updates on some of our key housing sites are as follows:

Sweetlands Savilles are working hard on behalf of the landowner to produce the conceptual plan for site, sensitive to its location and mindful of SDNPA policies. They expect to provide this to us shortly, and before pre-sub doc is complete.

Bayards Field A meeting was held with Wiston Estate management, also involving Karen Wells of WSCC who discussed the WSCC emerging policy on retirement accommodation. The latest proposal (not confirmed) for Bayards Field includes 40% land allocated as community open space, 50 to 60 homes of which 40% to qualify as affordable housing, then an additional accommodation for retired estate workers and young people (although these are not exclusive for Wiston Estate employees).

We are now awaiting:

- o A block (blob) diagram setting out the proposed land use location and access point(s).
- o Development principles to be embodied in the proposal.
- o A simple planning justification (esp, w.r.t. SDNP)



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Kingsmead Close We have not been able to schedule a visit to review this non-recommended site with the landowner, and hope to do this shortly.

SWAB NP Timescale End May / Mid-June 2016 July 2016 Pre-submission plan ready for publication Will then be a six week statutory (Regulation 14) consultation period.

End July 2016 August 2016

rCOH / AiRS to produce Regulation 15 report and submit to HDC Includes: Strategic Environment Assessment (rCOH) Basic Conditions Statement (rCOH) Consultation Statement (AiRS)

Sept Oct 2016 * HDC publicise the revised plan HDC will seek representations over 6 week (Regulation 16) period.

Sept Oct 2016 * The plan is submitted to the independent examiner by HDC (Regulation 17) Will include any representations received.

Oct / Nov 2016 * Earliest date for Referendum on adoption of SWAB NP Referendum will be organised by HDC who will therefore determine the precise timing.

* Timescale following Regulation 15 submission is determined by HDC

Steve Northam



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