

Steyning Parish Council



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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th OCTOBER 2018 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Willett, Hanson, Picking, Bowell, G Sullivan, S Sullivan, Muggridge, Muncey, and Lloyd.

Clerk: John Fullbrook

Members of the Public: 9 {Also present; WSCC Cllr Barling}

Meeting commenced 7:31 pm

DRAFT MINUTES

FULL/18/91	APOLOGIES	ACTIONS
91.1	Apologies were received from Cllrs Pearcey, Northam, Syred, Toomey, Trundle and Goldsmith	
FULL/18/92	DECLARATIONS OF INTEREST AND DISPENSATIONS	
92.1	There were declarations of interest from Cllrs S. and G Sullivan as live adjacent the MPF and serve on the Steyning Community Orchard. Cllr Bowell declared he was a member of the Steyning Festival committee.	
FULL/18/93	CHAIRMAN'S ANNOUNCEMENTS	
93.1	Millennium awards – The Clerk has only received one nomination so far, so a reminder to all those present to send them in as soon as possible. Cllr Muggridge added that perhaps nominations from the previous year could also be considered once again as it was a strong field.	
FULL/18/94	QUESTIONS FROM THE FLOOR	
94.1.1	<i>Q - Sally Johnstone asked 'As a present member of the Neighbourhood Planning group and also a former member of the SWAB Neighbourhood Group I am upset by the allegations made by Cllr Goldsmith as to why the SWAB NP failed. In an email to the parish councillors and the NP group Cllr Goldsmith alleged that as far as he can make out and understood one of the important reasons the last plan failed was concern by HDC that an aggrieved landowner would have grounds for a judicial review because of SWAB's failure to comply with fundamental procedural requirements and treating them as optional extras. Also, today he has asserted that SWAB failed because it was in breach of the Public Bodies Access to Public Meetings Act and was refusing to hold any of its committee meetings in public. Another thing HDC thought would be open to judicial review. Could Cllr Goldsmith please present the evidence he has from the HDC to substantiate these allegations?'</i>	



Parish Clerk: John Fullbrook
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- 94.1.2** *A - Further to this question Cllr Muggridge said he shared the resident's frustration and annoyance because having officially closed down SWAB and published a Q&A that clarified the actual facts, as opposed to people's opinions, that this has been reopened twice by the same councillor and blurring it with the new Neighbourhood plan team which he thought was rather unnecessary*
- 94.1.3** *We will pass this question onto Cllr Goldsmith in his absence and attempt to get a reply back to you before the next Meeting*
- 94.2.1** *Q - Could I just add to the previous resident's question that at this time there has been no comment about this allegation made by Cllr Goldsmith, and isn't it about time that this council starts to look at the behaviour of this man as he is now blocking the new Neighbourhood plan*
- 94.2.2** *A- I think in all fairness he is not blocking the new one but is making comments about the previous one that it is blurring the two.*
- 94.3.1** *Q - I want to congratulate the Council on making the new Steyning Neighbourhood plan so open to the public which unfortunately SWAB was not, and the way it is following good practice.*
- 94.3.2** *A - Thank you for your comments*
- 94.3.3** *Further to the residents questions Cllr Bowell suggested Council could provide a clear statement to all Councillors before the next meeting and the Chair agreed and Cllr Muggridge added that to substantiate what a resident asked he was afraid there had been interference with the new Neighbourhood plan and he would like to know under what authority Cllr Goldsmith had to offer legal and procedural advice to the new Neighbourhood planning committee, as it was signed Cllr Goldsmith.*

FULL/18/95 MINUTES OF PREVIOUS MINUTES

- 95.1** Cllr Lloyd **Proposed**, Cllr Bowell **seconded** the minutes of the meeting held on the 17th September 2018 be agreed as a true and accurate record of proceedings. **Agreed**

FULL/18/96 MINUTES ARISING AND ACTIONS

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|-------------|--|--------------|
| 96.1 | FULL/18/77.1.1 - Clerk to place SPC Neighbourhood plan progress report onto SPC Web site - Actioned | CLERK |
| 96.2 | FULL/18/78.1 - Cllr Lloyd to discuss antisocial behaviour issues with Wardens steering committee members – Cllr Lloyd had been in touch with members and is waiting for a date to be confirmed with regards to the next meeting. | |
| 96.3 | FULL/18/79.2 - JPYC committee to consider re-tendering process for next contract – See item 101.1 | |
| 96.4 | FULL/18/79.3 - Cllr Syred to ask Horsham Matters to report to a future Full Council meeting – See item 101.1 | |
| 96.5 | FULL/18/80.9 A challenge for SPC to set up 'Dementia friendly' training initiatives – Clerk updated that a training session was booked for the 29 th October at 2pm, and if Councillors would like to attend they are most welcome. | |
| 96.6 | FULL/18/81.1 Updated and agreed Land register to be posted on SPC Web site - Actioned | |
| 96.7 | FULL/18/85.1 Forming a working party for 'Raising the profile of the Council' – Update from Clerk – Had some issues finding an appropriate date but this meeting set for the 30 th October at 6pm | CLERK |

- 96.8 FULL/18/86.1 Completed 'Evidence forms' for Right of way adoption to be sent off – **Actioned**. Actually, it was a very good response with 18 applications signed and returned to West Sussex
- 96.9 FULL/18/86.2 Clerk to write to contractor with thanks for public spirited consideration in not closing the twitten from the Newman's gardens Car park to the high street- **Actioned**
- FULL/18/97 **NEIGHBOURHOOD PLAN UPDATE (This item brought forward on the Agenda)**
97.1 **Neighbourhood plan steering committee** –Cllr Lloyd **proposed, seconded** by Cllr Muggridge, to receive and adopt the minutes of the meeting held on the 10th September 2018. **Agreed**
- 97.2 Murray Van de Poll reported on progress with the Neighbourhood plan and tabled an itemized table of achievements. Currently working on a Mail drop, the Community plan web site, the Farmers Market pop-up event and the appointment of consultants. There is also a funding request gone in to Locality and the committee are awaiting a response. One 'Call for sites' banner has gone up and the other Banner needs further stakes for support and then Steyning staff will place it on the Bramber Roundabout. **CLERK**
- 97.3 Workshop meeting on the 29th October will be turned into a public meeting because the previous meeting had to be cancelled as it was inquorate. The Mail drop Leaflet could be completed at this meeting.
- 97.4 Cllr Lloyd **proposed, seconded** by Cllr Willett that the F&GP committee through an extraordinary meeting have delegated authority to appoint the Steyning Neighbourhood plan consultants provided the terms and conditions of the contract and the cost are agreeable. **Agreed 7 For, 2 Abstentions.** **CLERK**
- 97.5 Cllr Lloyd reported on a meeting he attended at Horsham D.C from earlier in the day relating to Aecom and future Neighbourhood Plans in the Horsham District. The HDC Director of Place said that any plan not submitted by the 26th of January may have house numbers allocated by Horsham, and they will work with the Parish Councils to come up with suitable final housing figures, however this comment is yet to be ratified. As a consequence of this statement and other matters under discussion some Parishes are not going ahead with their prospective Neighbourhood plans. For example, the inspector could recommend more houses on any site within the Neighbourhood plan if he deemed it appropriate and a developer could apply for more houses on an agreed site if he felt more could be built. Again, these comments are yet to be ratified. Cllr Lloyd **proposed, seconded** by Cllr Howell that Chair and Vice Chair of the Council as well as Chair and Vice Chair of the NP Steering committee meet with HDC Locality to provide clarity on the matter of Housing allocation to each Parish and in the mean-time we ask for a precis of what the group was briefed on by HDC this evening. **Agreed** **Cllr Lloyd**
- FULL/18/98 **INTRODUCTION TO THE DEVELOPMENT OFFICER AT STEYNING GRAMMAR SCHOOL**
98.1 Stephanie Coomber reported on her new job which is, in summary, to raise money and resources to help develop the school but also to establish and nurture relationships with voluntary groups, businesses and other organisations and potentially help create services and facilities which will benefit the local community.

NEIGHBOURHOOD WARDENS' REPORT

FULL/18/99 Cllr Lloyd read out the report in the absence of the Wardens. {Full report is available on
99.1 the Web site}

FULL/18/100 WORKING PARTY RECOMMENDATIONS

100.1 Clerk and Cllr Lloyd received a request for a leave of absence from Cllr Syred. The Personnel committee convened and agreed to the request. Cllr Lloyd **proposed, seconded** by Cllr Muggridge that the recommendation from the Personnel committee to agree to the request be approved. **Agreed.** Clerk to inform Cllr Syred.

CLERK

FULL/18/101 JOINT PARISH YOUTH COMMITTEE

101.1 Cllr Muggridge reported that there had been no meeting since last Full Council. He clarified that the current three-year contract was in place until 2020, so there was no need to engage a tendering process, however there was a need to ensure the cost for the service for next year was finalised and our Council informed. Cllr Lloyd **proposed, seconded** by Cllr Muggridge that the Council does not appoint a second JPYC representative in Cllr Syred's absence as there are only two meetings to attend. **Agreed**

FULL/18/102 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS

102.1 **Cllr Lloyd update from HDC** – There is a current review of the Bin emptying service for isolated properties. Cllr Lloyds main report was concerning the Neighbourhood plan and was read under item 97.5.

General information is available on SPC & HDC websites.

102.2 **Cllr Willett reports from HDC** – Nothing else to add

102.3.1 **Cllr Barling reported from WSCC.** – The financial position is not good with a required saving of £145 Million due over the next 4 years, which will lead to some very hard choices. This includes a consultation process looking at whether to continue financial support for Homelessness.

102.3.2 Between the Grammar school and the village there is a very narrow path along the main road which could be seen as unsafe, especially as the banking adjacent it seems to be encroaching upon the Path. Cllr Barling is in dialogue with the Highways officer to see if the bank could be retained in a more robust way.

102.3.3 The Ikea site development has been approved by Adur DC, although Tim Loughton has applied to the minister to 'call it in'. Cllr Barling also reported the Arundel by pass plans are due to be reviewed once again.

102.4 **Cllr Toomey reported from LAT (Local Action Team)** – Not in attendance / No report

102.5 **Cllr Bowell /Cllr Hanson reported from the Jnt. Parishes cemetery committee** – No meeting, however a memorial service was recently held for relatives of people interned that was very successful.

102.6 **Cllr Willett reported from SDNP** - There was a meeting at Billingshurst but there was nothing to report.

102.7 **Cllr Lloyd and Cllr Willett reported from HALC, SALC and NALC** – AGM Meeting is due on the 16th October with interesting items on the Agenda – report for next meeting.

102.8 **Cllr Toomey – Isolation and loneliness update** – Not in attendance so no report.

102.9 Cllr Northam PPG Update- Not in attendance / Nothing to report

102.10 Cllr S Sullivan – SCO update – Cllr Sullivan reported on a successful ‘Apple day event’ held on the MPF and that the SCO had been invited to attend and have a stool at the Parham house apple day event the following day, which again went very well.

FULL/18/103 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

103.1 **Planning Committee** –Cllr Muggridge **proposed, seconded** by Cllr Muncey, to receive and adopt the minutes of the meeting held on the 24th September 2018. **Agreed**

103.2 **Amenities Committee** –Cllr Howell **proposed, seconded** by Cllr S. Sullivan, to receive and adopt the minutes of the meeting held on the 25th September 2018.**Agreed**

103.3 **Premises Committee** – Cllr Hanson **proposed, seconded** by Cllr Willett, to receive and adopt the minutes of the meeting held on the 2nd October 2018. **Agreed**

103.4 **Finance and General Purposes committee** – To receive and adopt the minutes of the meeting held on the 11th September 2018. Cllr Howell **proposed, seconded** by Cllr G Sullivan. **Agreed**

FULL/18/104 ADOPTION OF STEYNING PARISH COUNCIL POLICIES

104.1 The Freedom of Information & Environmental Information Regulations requests policy had been discussed and agreed at Policies working group and approved at F&GP committee. Cllr Lloyd **proposed, seconded** by Cllr Hanson to adopt the Freedom of Information & Environmental Information Regulations requests policy. **Agreed**

104.2 The Steyning PC dispensation scheme policy had been discussed and agreed at Policies working group and approved at F&GP committee. Cllr Lloyd **proposed, seconded** by Cllr Howell to adopt the Steyning PC dispensation scheme policy. **Agreed**

FULL/18/105 WORKING PARTY RECOMMENDATIONS

105.1 Personnel committee convened to discuss and agree contract details for an existing member of staff who has been completing the same cleaning hours every week for many months and Council had an obligation to move the terms of his contract from a casual contract to a part-time contracted position. Having received personnel committee’s approval, it was then brought before and agreed at F&GP committee. Cllr Lloyd **proposed, seconded** Cllr Howell to adopt the recommendations of the F&GP committee. **Agreed.** Clerk to present Contract to member of staff for signage.

CLERK

FULL/18/106 CORRESPONDANCE AND INFORMATION ITEMS

106.1 **No correspondence to report**

FULL/18/107 DATE OF NEXT MEETING – 19th November 2018

Meeting closed at 8.53 pm

Signed Date 19th November 2018

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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