

# Steyning Parish Council



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## MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16<sup>TH</sup> April 2018 AT 7.30PM  
IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 11 {including Wardens - Paul Conroy, Mike Pearce, WSCC Cllr Barling}

Meeting commenced 7.30 pm

## DRAFT MINUTES

| FULL/17/194<br>194.1   | APOLOGIES<br>Apologies were received from Cllrs Northam, Cllr Toomey and Cllr Goldsmith. Plus a late message that Cllr Pearcey is stuck in traffic with unknown arrival time                                                                                                                                                                                                                                                            | ACTION |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| FULL/17/195<br>195.1   | DECLARATIONS OF INTEREST AND DISPENSATIONS<br>There were declarations of interest from Cllr S Sullivan – being a member of the Steyning Community Orchard group and living adjacent the memorial playing field.                                                                                                                                                                                                                         |        |
| FULL/17/196<br>196.1.1 | QUESTIONS FROM THE FLOOR<br><b>Mr K - Q</b> – <i>In January 2016 the Amenities Committee was asked to form a group to investigate once again the Skate park issue and they were asked to report back. In the mean time I have written 6 or 7 times and have not received a reply which affectively deals with this issue. I know that there was discussion about the possible locations but have not heard anything about it since.</i> | CLERK  |
| 196.1.2                | <b>A</b> – <i>I'm sorry if we have not responded to all correspondence but will look into the matter and get back to you</i>                                                                                                                                                                                                                                                                                                            |        |
| FULL/17/197<br>197.1   | MINUTES OF PREVIOUS MINUTES<br>Cllr Bowell <b>Proposed</b> , Cllr Lloyd <b>Seconded</b> the minutes of the meeting held on the 19 <sup>th</sup> February 2018 be agreed as a true and accurate record of proceedings. <b>Agreed</b>                                                                                                                                                                                                     |        |
| 197.2                  | Before proposing extraordinary minutes of 8 <sup>th</sup> March, the Clerk pointed out an                                                                                                                                                                                                                                                                                                                                               |        |



Parish Clerk: John Fullbrook  
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amendment to point 4.1.1, which then read ‘*In reference to the agreed terms and conditions, Cllr Muncey said the Council only had the authority to dissolve the steering group*’

- 197.3** Subsequent to this amendment, Cllr Bowell **Proposed**, Cllr Muggridge **seconded** the minutes of the Extraordinary meeting held on the 8<sup>th</sup> March 2018 be agreed as a true and accurate record of proceedings. **Agreed 9 For, 2 Abstentions**
- FULL/17/198** **MINUTES ARISING AND ACTIONS**
- 198.1** FULL/17/180.1 – Neighbourhood Wardens’ reporting – Cllr Hanson to take comments back to next Steering group meeting – Ongoing, as next meeting not due until 3<sup>rd</sup> May **Cllr Hanson**
- 198.2.1** FULL/17/184.1 – SWAB Neighbourhood plan Frequently asked questions (FAQ) posted onto web sites – Clerk Actioned
- 198.2.2** Cllr Sullivan expressed a wish to challenge one of the Answers from this SWAB FAQ statement. Cllrs Willett, Muggridge and Lloyd explained that though Horsham DC may have disposed of the SWAB documents as they were seen to be irrelevant, the point is that the work that was done certainly remains relevant as indeed HDC have themselves indicated in their SWAB closing statement, and therefore the work undertaken so far will clearly be an extremely useful resource for the new Neighbourhood plan steering group.
- 198.3** FULL/17/186.2 – Amend Amenities committee minute A/17/79.2 – Clerk actioned
- 198.4** FULL/17/187.1 – Showcase event Representation – Cover times organised – Clerk actioned.
- 198.5** FULL/17/191.4 – Set up an EOM to discuss remaining confidential items – Clerk actioned
- 198.6** FULL/17/4.3.10 – Clerk writes to all Neighbourhood plan steering group candidates to inform them of decisions made – Actioned
- 198.7** FULL/17/5.4 - Clerk to seek IT Expert advice – Ongoing with Clerk seeking second specialist IT option – to report back at next meeting **CLERK**
- 198.8** FULL/17/6.2 – Clerk to consider more conducive seating arrangements – Ongoing with Cllrs in general agreement that option one ‘The Square’ that was being used in this meeting worked quite well, with the suggestion that rather than members of the public or speakers speaking from Chairs they instead are brought to a corner of the table to speak so that they are not sited behind certain Councillors. Another option will be tried next meeting. **CLERK**
- FULL/17/199** **NEIGHBOURHOOD WARDENS’ REPORT**
- 199.1** Warden Mike Pearce read his monthly report (Full Text Available on the web site), and a question was raised regarding the Fletchers Croft Cottage concerning the fact that whilst there was a shortage of affordable housing stock, this property had stood

vacant for some time and was now being used as a venue for antisocial behaviour – Chair agreed that this would be discussed later in meeting.

**FULL/17/200  
200.1**

**STEYNING AND DISTRICT COMMUNITY PARTNERSHIP**

Martin Leigh-Pollitt spoke about some of the projects Steyning and District Community Partnership were planning to undertake this coming year (see supporting paper for further details), this included attempting to gain funding for improved visitor signage, updated information maps and leaflets as well as developing projects such as the St Cuthman's Wheelbarrow race. As well as the Visitor and Tourism Group, Martin also mentioned the great work being achieved by the other Community groups under the Partnership banner that included Communication, Transport, Care and Youth.

**200.2**

Cllr Bowell thanked Mr Leigh-Pollitt on behalf of the Council for the work he and indeed all the many volunteers of each of the separate groups within the Partnership manage to achieve for the good of Steyning residents.

**FULL/17/201  
201.1**

**JOINT PARISH YOUTH COMMITTEE**

Cllr Syred reported that the committee had not met since last meeting but did confirm that the newly appointed Youth Worker was it seemed integrating with local groups very well, as indeed Martin Leigh-Pollitt had just confirmed.

**FULL/17/202  
202.1**

**REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**

**Cllr Lloyd update from HDC** – Waste and recycling issues are being dealt with - including the placing of road side bins, which was noted to have significantly improved, and Cllr Lloyd is continuing to investigate some other small issues on behalf of residents

**202.2.1**

**Cllr Willett reports from HDC** – Two significant planning applications that have recently gone through Steyning PC planning committee were noted (Ex Lloyds Bank and 60-62 High street). When the next planning application that is 'Called in' occurs Parish Council needs to ensure a planning committee member is in attendance. Clerk to alert SPC planning committee as to date of the next relevant meeting.

**CLERK/ DEPUTY  
CLERK**

**202.2.2**

The Chairman of Horsham District Council, Roger Clarke has unfortunately died and his deputy Peter Burgess has taken over and will continue in position for the next year.

**202.2.3**

Cllr Willett suggested that whilst both he and Cllr Lloyd attended the Partnership meetings as representatives of the District Council, perhaps the Parish Council ought to once again seek attendance and report back to Full Council. This can be dealt with at next Month's Full Council whilst Cllr representations are to be discussed

**CLERK**

**202.3.1**

**Cllr Barling reported from WSCC.**

A big problem in the County- wide road network is Pot Holes. Cllr Barling reported that greater resources are being directed in an attempt to deal with this and Steyning residents shall see some local action shortly

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>202.3.2</b>               | Recently a meeting had been organised by the Clerk to attempt to resolve the issue of public access to the High street from Newham Gardens Car park being restricted by construction works due to be undertaken at the Twitten. The Clerk and Cllr Barling had suggested alternative arrangements and await the contractor to inform the Clerk as to any progress in this matter. Work due to commence in mid-May                              | <b>CLERK</b> |
| <b>202.3.3</b>               | There is a pre-planning WSCC Highways consultation regarding a proposed residential development at Glebe farm. Cllr Barling arranged a meeting to glean further information, and the Clerk, deputy Clerk, Chair of F&GP and Chair of Council attended and a report summarising the meeting and the proposal was tabled by the Clerk on behalf of Cllr Northam. Cllr Barling endorsed the views noted in the report.                            |              |
| <b>202.3.4</b>               | WSCC are going to set up a working group to help deal with the rising issue of Knife crime                                                                                                                                                                                                                                                                                                                                                     |              |
| <b>202.3.5</b>               | Cllr Barling commented on the 'Brilliant work' being undertaken by the Playgrounds working party and re-emphasised his willingness to assist in the attempt to gain WSCC funding                                                                                                                                                                                                                                                               |              |
| <b>202.3.6</b>               | Fletchers Croft Cottages – Cllr Barling has met with representatives from both School and WSCC finance departments and can confirm that the solicitors who have been attempting to resolve this are not close to an agreement despite Cllr Barlings' several attempts to move the process forward. Cllr Willett commented on the very fair and honest brokering being undertaken by Cllr Barling during this long process                      |              |
| <b>202.3.7</b>               | The Bramber road Gas works are being undertaken once again and the work is due to take 6 weeks, starting 3 <sup>rd</sup> April – this has been publicised on the SPC web site however the level of disturbance is aggravated by the length of time required waiting for traffic lights to change at the five point junction. Clerk to send email following Cllr Barlings lead relaying the Councillors displeasure at the level of disruption. | <b>CLERK</b> |
| <b>202.4</b>                 | <b>Cllr Muncey – Car Parking update</b> – No meetings attended, but a note made that Cllr Muncey's name could be removed from the HALC representation. Also Cllr Lloyd noted that stronger traffic warden enforcement was now in effect                                                                                                                                                                                                        |              |
| <b>202.5</b>                 | <b>Cllr Willett / Cllr Bowell – Cemetery committee update</b> – No meetings since last Full Council                                                                                                                                                                                                                                                                                                                                            |              |
| <b>202.6</b>                 | <b>PPG Update – Cllr Bowell reported that the</b> – No meetings since last Full Council, however Lesley Humber's comments from Annual Parish meeting and associated Q&A have been taken on board by the Council, and Clerk to officially write to thank her for her efforts                                                                                                                                                                    | <b>CLERK</b> |
| <b>FULL/17/203<br/>203.1</b> | <b>QUARRY UPDATE</b><br>Nothing to report                                                                                                                                                                                                                                                                                                                                                                                                      |              |
| <b>FULL/17/204<br/>204.1</b> | <b>NEIGHBOURHOOD PLAN</b><br>Cllr Trundle reported that the steering group were due to meet as a workshop on the 17 <sup>th</sup> April and for their first public meeting on the 30 <sup>th</sup> April. Also that any changes to                                                                                                                                                                                                             |              |

Terms of reference will be decided at Steering group meetings, for approval at Full Council. Since last report Cllr Trundle confirmed that the Neighbourhood plan representatives had with assistance from the Clerk completed the re-designation of the Steyning Neighbourhood plan Area, Cllr Muncey confirming that the group had delegated authority to proceed with this as it was part of the agreed project plan.

204.2

There was a need to replace Cllr Muncey as councillor representative, and Cllr Trundle **proposed, seconded** by Cllr Hanson, that Cllr Lloyd be appointed as new Councillor representative to the Steyning Neighbourhood Plan steering group.  
**Agreed. 9 For. 1 Against. 1 Abstention**

FULL/17/205

# **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**

205.1.1

Cllr Muncey commented that the Council needs to move forward with Article 4 direction now Horsham DC has approved our conservation area appraisal. Clerk to ensure this is an item on future planning committee agenda's

CLERK

205.1.2

**Planning Committee** –Cllr Trundle **proposed, seconded** by Cllr Picking, to receive the minutes and approve the recommendations of the meeting held on the 26<sup>th</sup> February 2018.**Agreed**

205.2

**Planning Committee** –Cllr Trundle **proposed, seconded** by Cllr Picking, to receive the minutes and approve the recommendations of the meeting held on the 26<sup>th</sup> March 2018.**Agreed**

205.3

**Amenities Committee** – To receive the minutes and approve the recommendations of the meeting held on the 27<sup>th</sup> February 2018, Cllr Howell **proposed, seconded** by Cllr S.Sullivan. **Agreed**

205.4

**Amenities Committee** – Subject to amendment whereby Cllr Willett had sent retrospective apologies, to receive the minutes and approve the recommendations of the meeting held on the 27<sup>th</sup> March 2018, Cllr Muncey **proposed, seconded** by Cllr S.Sullivan. **Agreed**

CLERK

205.5

**Premises Committee** – To receive the minutes and approve the recommendations of the meeting held on the 6<sup>th</sup> March 2018. Cllr Syred **proposed, seconded** by Cllr Muncey. **Agreed**

205.6

**Premises Committee** – To receive the minutes and approve the recommendations of the meeting held on the 3<sup>rd</sup> April 2018. Cllr Muncey **proposed, seconded** by Cllr Hanson. **Agreed**

205.7

**Finance and General Purposes committee** – To receive the minutes and approve the recommendations of the meeting held on the 13<sup>th</sup> March 2018. Cllr Lloyd **proposed, seconded** by Cllr Muggridge. **Agreed**

205.8

**Finance and General Purposes committee** – Approval of the Minutes of the meeting held on the 10<sup>th</sup> April 2018 was deferred due to Clerk needing to check point 143.1 as there appeared to be part of sentence missing.

CLERK

FULL/17/206

# **CORRESPONDANCE AND INFORMATION ITEMS**

206.1

Correspondence received from Horsham district council on local plan review consultation. This consultation will be on the next Planning agenda for discussion and

CLERK

next Full Council, and if needs be for final approval of response can be put on next month's planning committee agenda before deadline for final comments on 25<sup>th</sup> May. Clerk to email councillors to remind them that comments need to be sent to planning via Clerk in good time.

- 206.2** Information regarding forthcoming May Full council items – Clerk reminded all Councillors that next month Full Council electing new Chair and Vice Chair, agreeing committee membership, adopting any changes to policies and standing orders and agreeing appointments to outside bodies amongst other items, therefore papers to go out well in advance of this meeting.
- 206.3** The Annual parish council meeting speaker sent through an email which Clerk had passed onto all councillors about a social prescribing initiative. Clerk to ensure this is covered under PPG on Agenda at next Full Council meeting. **CLERK**
- 206.4** Local Government Ethical standards survey from HDC – Clerk sent round email to all Councillors suggesting comments needed to be emailed to him so that he could collate a response then send round this summary before submitting on the 27<sup>th</sup> April which is next week. Clerk to send out a reminder **CLERK**
- 206.7** Bus strategy survey – This was received by email this afternoon (16<sup>th</sup> April) from West Sussex – The Clerk has sent round details to all Councillors and will promote to residents via notice boards and web site in the next few days, as well as putting on Amenities agenda for next week. Closing date for this consultation is June 6<sup>th</sup>. **CLERK**
- FULL/17/207** **CONFIDENTIAL SESSION**  
**207.1** To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 15 would be prejudicial in the public interest  
Cllr Bowell **proposed, seconded** by Cllr Lloyd that the meeting go into confidential session and be adjourned for a short period. **Agreed**
- FULL/17/208** **NEIGHBOURHOOD PLAN**  
**208.1.1** Cllr Trundle **proposed, seconded** by Cllr Lloyd to accept the recommendation of Mariella Alexandra to be appointed to the Steyning Neighbourhood Plan Steering group. **Agreed. 8 For, 2 Against (SS, GS), 1 Abstention (GM)**
- 208.1.2** Clerk to inform the successful candidate that the decision has been made **CLERK**

**FULL/17/209**

**DATE OF NEXT MEETING – 21<sup>st</sup> May 2018**

**Meeting closed at 9 pm**

**Signed .....** **Date 21<sup>st</sup> May 2018**

**Chairman**



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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